



## NOTICE OF WORK SESSION MEETING OF THE PLEASANT GROVE CITY COUNCIL

Notice is hereby given that the Pleasant Grove City Council will hold a **Work Session meeting at 6:00 p.m. on Tuesday, July 30, 2013** in City Council Chambers, 86 East 100 South, Pleasant Grove, Utah. This is a public meeting and anyone interested is invited to attend. Work meetings are not designed to hear public comment or take official action; **however action will be taken on Items 6, 7 and 8.**

### **AGENDA**

1. Call to Order.
2. Pledge of Allegiance.
3. Opening Remarks.
4. Recognition of the Strawberry Days and Rodeo Committees. *Presenter: Director Harrison*
5. Introduction of new employees.
6. **Continued Public Hearing** to consider for adoption an Ordinance (2013-25) amending Chapter 10-11G, Downtown Mixed Use Overlay Zone (DMU), of the Pleasant Grove City Code, regarding the permitted use of multi-family units not attached to commercial, and an associated maximum density of 16 units per acre, etc. (Zane Morris, applicant). **(OLD FORT, LITTLE DENMARK, AND STRINGTOWN NEIGHBORHOOD)** (Continued from the July 16, 2013 meeting) *Presenter: Director Young*
7. Consider the approval of a 4-lot final plat called Hardman Subdivision Plat B for property located at approximately 372 East 1100 North in the R1-8 (Single Family Residential) Zone. **(MONKEY TOWN NEIGHBORHOOD)** *Presenter: Director Young*
8. To consider the request of Staker Parson Companies for a permit to exceed the noise ordinance for the UDOT state street improvement project. *Presenter: Attorney Petersen*
9. Discussion on agenda items for the August 7, 2013 City Council Meeting.
10. Discussion on the Emergency Operations Plan. *Presenter: Sherri Atwood*
11. Mayor, City Council and Staff Business.
12. Adjourn.

**CERTIFICATE OF POSTING:**

I certify that the above notice and agenda was posted in three public places within the Pleasant Grove City limits and on the State (<http://pmn.utah.gov>) and City websites ([www.plgrove.org](http://www.plgrove.org)).

---

Posted by: Kathy T. Kresser, City Recorder

Date: July 26, 2013

Time: 2:00 p.m.

Place: City Hall, Library and Community Development Building

\*Note: If you are planning to attend this public meeting and due to a disability, need assistance in understanding or participating in the meeting, please notify the City Recorder, 801-785-5045, forty-eight hours in advance of the meeting and we will try to provide whatever assistance may be required.

---

## CITY COUNCIL STAFF REPORT

---

Meeting Date: July 30, 2013

---

### City Code Text Amendments to Chapter 10-11G, Downtown Mixed Use Overlay Zone (DMU)

### Public Hearing

#### APPLICANT:

Zane Morris, Thorneberry

#### ATTACHMENTS:

- Proposed text amendment ordinance to Chapter 10-11G
- Development Concept Plan

#### REPORT BY:

Ken Young, Community  
Development Director

### BACKGROUND

In a few recent meetings with the Planning Commission and the City Council, developer Zane Morris has sought and received direction regarding a proposal to expand the Thorneberry project onto the adjacent Gray property, to the east. Direction given included that the preferred development plan would include a sufficiently sized area of commercial development with frontage on Center Street.

Recently, staff met with Zane and representatives of the Gray and Greenhouse properties to determine if a workable win-win plan could be devised, meeting the City's objectives. Following that meeting, Zane submitted a revised concept development plan and a request that for amendments to the Downtown Mixed Use Overlay Zone chapter (attached). The requested amendments include a new conditional use and a maximum density to allow for the proposed expansion of the Thorneberry development.

### ANALYSIS

The new concept plan is considered a win-win plan for the expansion of Thorneberry with 1 building of 24 dwelling units, and the retention of some viable commercial space on Center Street. It shows how the front area of the Gray property could be developed with a mirrored version of development as approved on the adjoining Greenhouse Office property. Guerry Greene has expressed a potential interest in this concept for future development, although he is not yet committed to that. The Gray's have agreed to this concept as well. The Thorneberry amended site plan will not include, but will allow for, the commercial development of the remaining Gray property fronting on Center Street.

With this proposal, the applicant is proposing a maximum density of 16 units per acre for the expansion of existing multi-family projects that are not attached to non-residential or commercial uses. This narrow definition would apply only to the Thorneberry development, as it is the only such existing project in the zone, and the development of new projects of this nature is not permitted.

The following text amendments to the Downtown Mixed Use Overlay code (Chapter 10-11G) are proposed:

- Adding as a conditional use #1152: Multi-family dwellings not attached to nonresidential uses (Expansion of existing developments only, setback a minimum of 100 feet from any arterial roads)
- Adding a maximum density for use #1152 of 16 units per acre
- Requiring 2.5 parking stalls per unit for all multi-family (including #1152 projects)
- Exempting #1152 projects from the garage requirement
- #1152 projects shall have walkways that match the existing project

### **RECOMMENDATION**

The Planning Commission reviewed this request on July 11, 2013 and recommends that the City Council **APPROVE** the proposed text amendments to Chapter 10-11G, Downtown Mixed Use Overlay Zone (DMU) of the Pleasant Grove City Code.

### **MODEL MOTIONS**

**Approval** – “I move the City Council **APPROVE** the proposed text amendments to Chapter 10-11G, Downtown Mixed Use Overlay Zone (DMU), of the Pleasant Grove City Code; and adopting the exhibits, conditions and findings of the staff report, and as modified by the conditions below:

1. List any additional conditions....

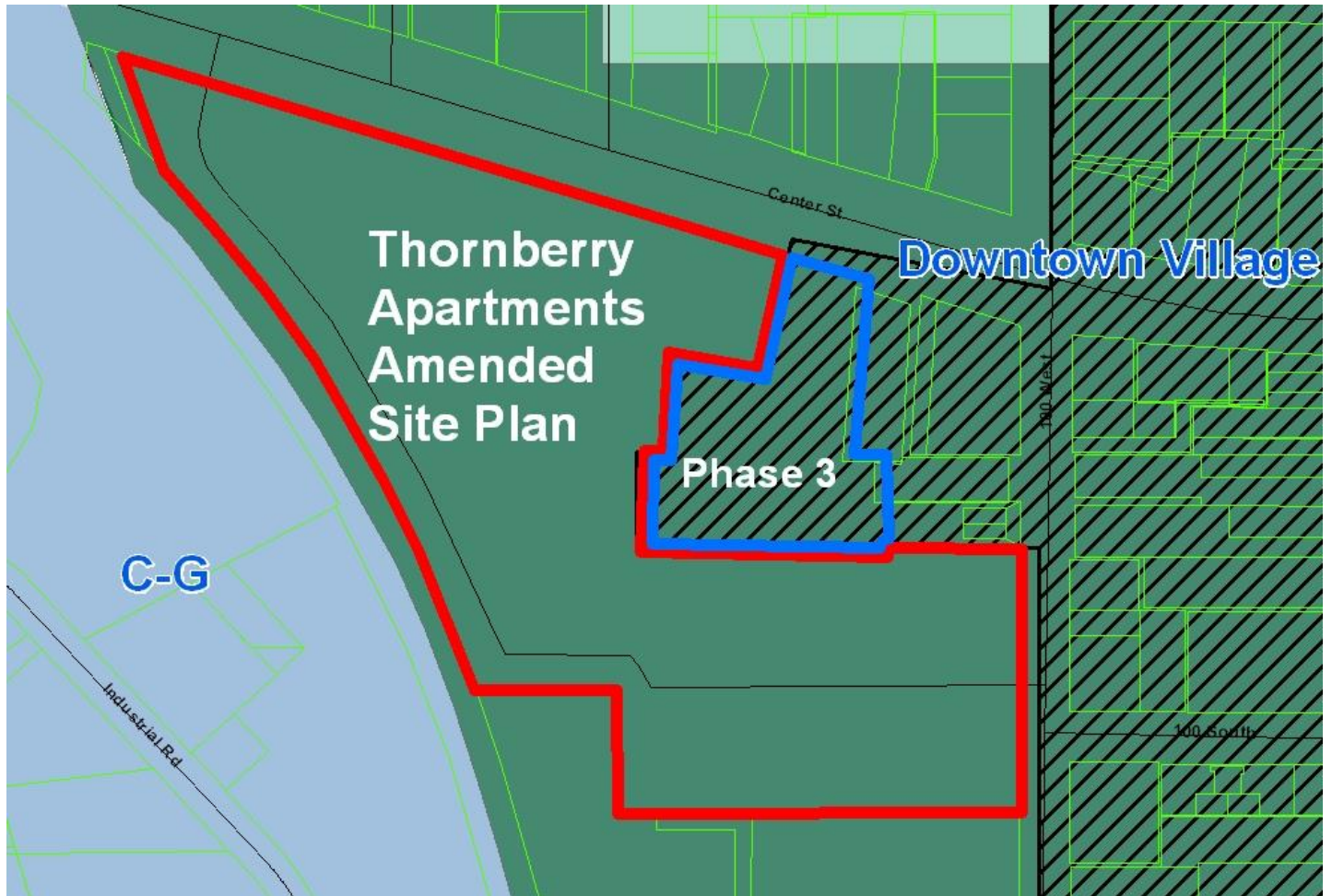
**Continue** – “I move the Council **CONTINUE** the review of the proposed text amendments to Chapter 10-11G, Downtown Mixed Use Overlay Zone (DMU), until (give date), based on the following findings:”

1. List reasons for tabling the item, and what is to be accomplished prior to the next meeting date...

**Denial** – “I move the City Council **DENY** the proposed text amendments to Chapter 10-11G, Downtown Mixed Use Overlay Zone (DMU), based on the following findings:”

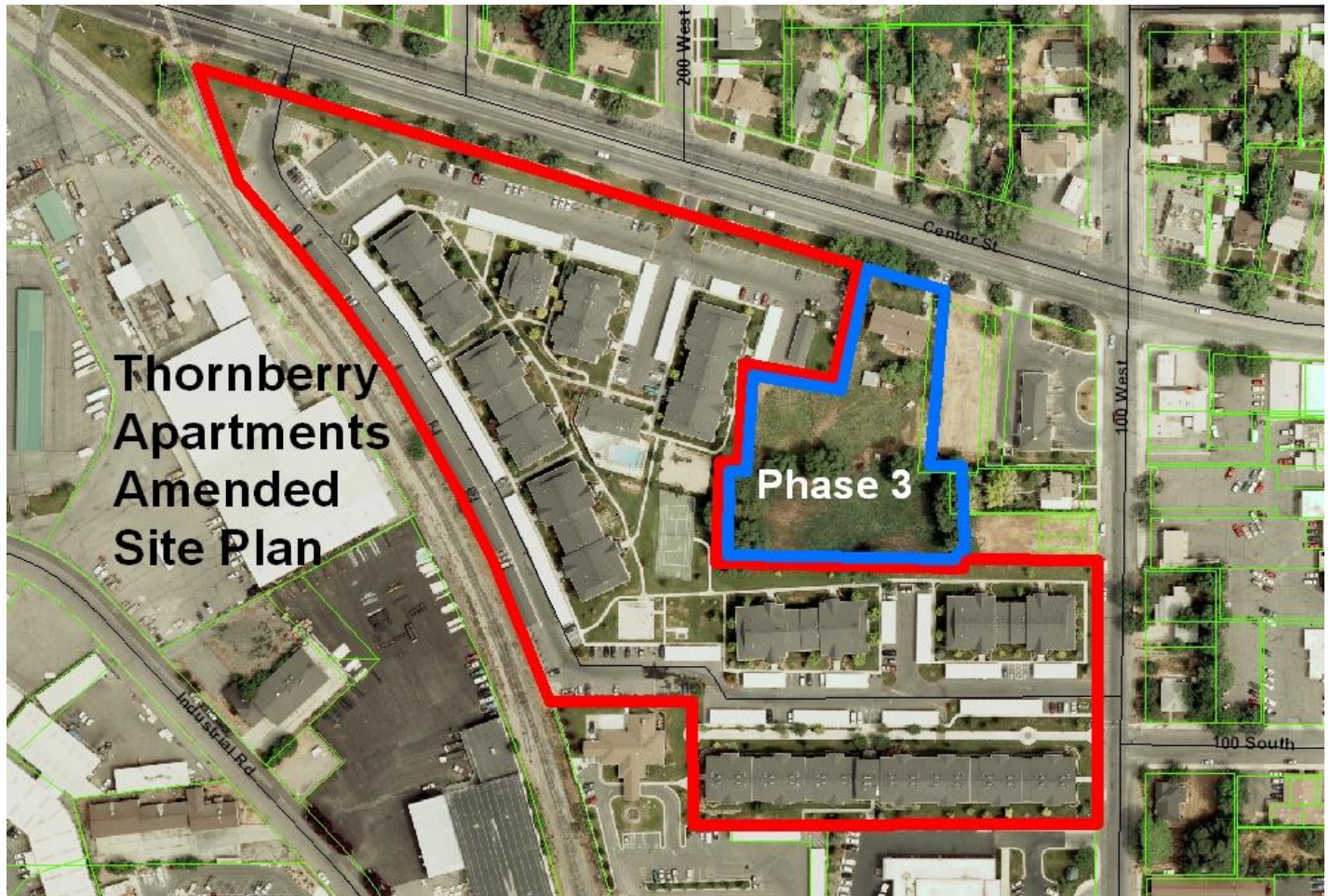
1. List findings for denial...

## ZONING MAP

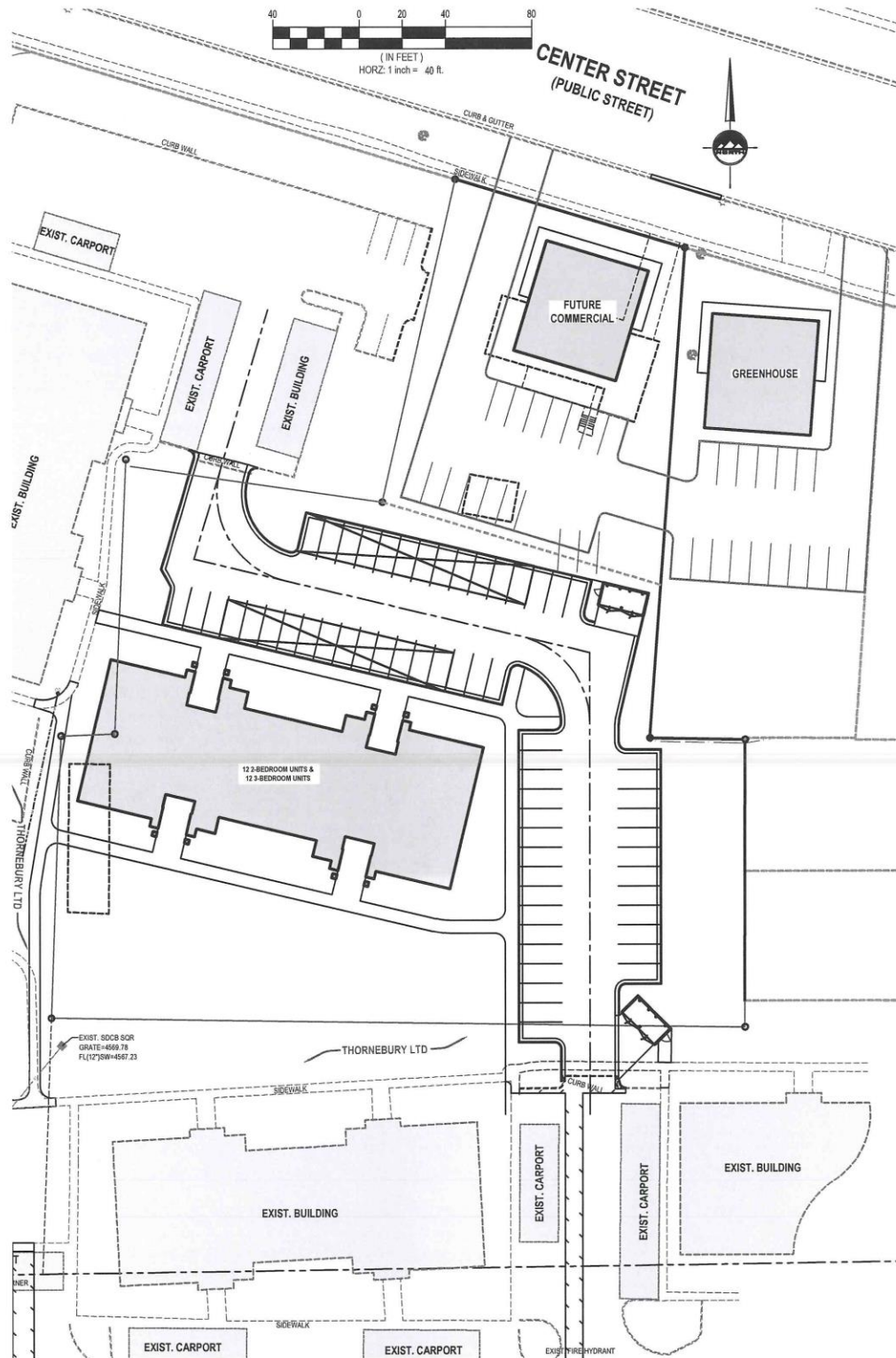




## AERIAL MAP



## DEVELOPMENT CONCEPT PLAN



**ORDINANCE NO. 2013-25**

**AN ORDINANCE OF PLEASANT GROVE CITY, UTAH COUNTY, UTAH; AMENDING TITLE 10, CHAPTER 11G, DOWNTOWN MIXED USE OVERLAY ZONE (DMU), OF THE PLEASANT GROVE CITY CODE, AMENDING VARIOUS PROVISIONS REGARDING A NEW CONDITIONAL USE FOR THE EXPANSION OF MULTI FAMILY HOUSING, DENSITY, PARKING, GARAGES, WALKWAYS AND TRAFFIC STUDIES; ZANE MORRIS (APPLICANT)**

**WHEREAS**, the legislative body has previously adopted ordinances intended to regulate the Downtown Mixed Use Overlay Zone; and

**WHEREAS**, the applicant has expressed a desire to expand the existing Thorneberry apartment community which does not meet current development requirements in the Downtown Mixed Use Overlay Zone; and

**WHEREAS**, on July 11, 2013 the Pleasant Grove City Planning Commission held a public hearing to consider the amendments to the Downtown Mixed Use Overlay Zone chapter of the Pleasant Grove City Municipal Code; and

**WHEREAS**, at its public hearing the Planning Commission decided that the requested amendments to the Downtown Mixed Use Overlay Zone chapter of the Pleasant Grove Municipal Code are not in the public's interest and consistent with the goals and policies of the General Plan; and

**WHEREAS**, the Pleasant Grove Planning Commission recommended to the Pleasant Grove City Council that the amendments to the Downtown Mixed Use Overlay Zone chapter in the Pleasant Grove Municipal Code, be denied; and

**WHEREAS**, on July 16, 2013 the Pleasant Grove City Council held a public hearing to consider the request; and

**WHEREAS**, at its meeting the Pleasant Grove City Council was satisfied that the amendments to the Pleasant Grove Municipal Code are in the best interest of the public and consistent with the goals and policies of the General Plan.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Pleasant Grove City, Utah County, State of Utah, as follows



**SECTION 1:** Chapter 10-11G of the Pleasant Grove Municipal Code is hereby amended to read as follows:

**10-11G-1: PURPOSE AND OBJECTIVES:**

The purpose of the downtown mixed use overlay zone is as follows:

- A. To promote the redevelopment and beautification of properties in historical downtown Pleasant Grove.
- B. To allow residential units to be located in the downtown village commercial subdistrict zone while maintaining the street level commercial character.
- C. To allow for the creation of a new housing alternative that will provide individuals with the opportunity to live in proximity to places they work and shop by creating a more walkable community that has the potential of reducing the number of vehicular trips per person.

**10-11G-2: LOCATION:**

The downtown mixed use overlay zone is for application within the downtown commercial subdistrict zone within the area as identified on exhibit A attached to the ordinance codified herein.

**10-11G-3: PERMITTED AND CONDITIONAL USES:**

- A. Uses Listed Permitted: Those uses or categories of uses as listed herein, and no others, are permitted in the downtown mixed use overlay zone (see section 10-15-2 of this title for establishment of uses permitted in the underlying zone and not specified herein).
- B. Standard Land Use Code: All uses contained herein are listed by a four (4) digit number as designated in the standard land use code published and maintained by the community development department.
- C. Permitted With Limitations: All such categories listed herein and all specific uses contained within them in the standard land use code will be permitted in the downtown mixed use overlay zone, subject to the limitations set forth.
- D. Permitted Principal Uses: The following principal uses and structures, and no others, except as noted in subsection E of this section, are permitted in the downtown mixed use overlay zone:

<u>Use Number</u>	<u>Use Classification</u>
1133	Mixed use multi-family dwellings, attached above a nonresidential use
1153	Mixed use multi-family dwellings, attached on a parcel with nonresidential uses
1300	Residential hotels (guests stay more than 30 days)
7424	Private recreational center/facilities

- E. Conditional Uses: The following uses and structures are permitted in the downtown mixed use overlay zone only after a conditional use permit has been issued, and subject to the terms and conditions thereof:

<u>Use Number</u>	<u>Use Classification</u>
-------------------	---------------------------

1113	Single-family dwelling (attached to commercial or other nonresidential use)
1123	Two-family dwelling (attached to commercial or other nonresidential use)
<b>1152</b>	<b>Multi-family dwellings not attached to nonresidential uses (Expansion of existing developments only, setback a minimum of 100 feet from any arterial roads)</b>
6376	Storage units (as part of a mixed use development)
7621	Developed park land, leisure and ornamental

F. Commercial Use Of Ground Levels: Refer to subsection 10-11E-2-14K of this chapter.

G. Maximum Residential Densities:

1. Mixed use multi-family and master planned area development 14 units per acre

**2. Multi-family development planned expansion (#1152) 16 units per acre**

H. Condominium Ownership: Eighty percent (80%) of all mixed use multi-family residential units shall be built to be sold as individually owned condominiums. The remaining units may be either individually owned or utilized as residential hotel extended stay rental properties.

#### **10-11G-4: PROCESS OF APPROVAL:**

A. Neighborhood Meeting: Applicants seeking approval of a mixed use project will be required to submit the results of a neighborhood meeting held with property owners within three hundred feet (300') of the property on which a mixed use project is proposed prior to or with the submission of the site plan application.

B. Process For Approval: Refer to section 10-11E-2-13 of this chapter.

1. Recommendation From The Downtown Advisory Board (DAB): Site plan, amended site plans and/or any subdivision plat must go before the DAB and obtain a recommendation prior to a public hearing.

2. Completion Of Improvements: All public improvements shown on an approved site plan or amended site plan shall be completed within two (2) years of the date of approval or recording of the site plan or final plat, whichever is later. If the improvements are not completed within the time specified, the city shall have the option of taking action on the bond to complete the improvements or of voiding the approval. An applicant may request an extension of up to two (2) years for the completion of improvements from the community development director. An extension of two (2) years may be granted only if the applicant demonstrates good cause for not completing the improvements and demonstrates the present ability to complete the improvements. No building permits shall be issued until all improvements have been installed and accepted by the city.

3. Change Of Use: An amended site plan complying with the requirements of section 11-7-7 of this code and this chapter shall be required whenever the owner proposes to change the use of any portion of a building from either residential to commercial or commercial to residential.

#### **10-11G-5: DEVELOPMENT STANDARDS:**

A. Height: Refer to section 10-11E-2-9 of this chapter.

- B. Required Setbacks: Refer to section 10-11E-2-7 of this chapter.
- C. Frontage And Accessibility: All buildings shall front on a street or plaza area. In order to encourage a walkable community, all residential units shall be accessible from the ground floor of the building facade fronting on the street or plaza. Such entrances shall be designed with compatible architectural features. Slight variations may be allowed with facade depth and color, canopies, stairs, etc. In order to encourage pedestrian traffic, building entries and lobbies (including those for residential units) shall be oriented to and shall be accessible from a street or plaza.
- D. Design Layout: Since the downtown mixed use overlay zone is intended to redevelop and improve the walkability of downtown and to enhance the commercial tax base of the city, any development in the downtown mixed use overlay zone shall locate commercial space immediately fronting on a collector or arterial street. Parking areas shall be located toward the interior of the property, or underground, to the maximum extent practicable. Generally, buildings that are most closely situated to the street shall not have parking areas located between the buildings and the street.
- E. Architectural Style: All developments within the downtown mixed use overlay zone, including national chain stores, restaurants and parking structures, shall follow the design theme as described in Pleasant Grove downtown village design standards and guidelines. The city council shall deny approval for any site plan that fails to conform to the requirements of the Pleasant Grove downtown village design standards and guidelines.
  - 1. The architectural design of mixed use and multi-family developments shall include other distinctive and outstanding architectural features that positively enhance the structures, such as porches, patios, balcony, wrought iron railings, porticos, quoins, etc.
- F. Building Materials: All buildings shall be completed on all sides with acceptable finishing materials that are consistent with the Pleasant Grove downtown village design standards and guidelines, which are to follow a turn of the twentieth century design as a uniform design theme.
- G. Other: For all other development standards, refer to article E of this chapter.
- H. Pedestrian And Bicycle Circulation: All developments in the downtown mixed use overlay zone shall be designed to encourage pedestrian and bicycle circulation. Pedestrian and bicycle access shall be consistent with approved city trails systems master plans.
- I. Conceptual Master (Vicinity) Plan: Site plans for all commercial and mixed use developments shall include a conceptual master (vicinity) plan for all vacant and/or potentially redevelop-able properties within the same block or development area. Future development site plans must follow the intent of any approved conceptual master plans.
- J. Recreation Amenities: Multi-family and mixed use developments shall include recreational amenities primarily for the use of the residents of the development. Amenities may include swimming pools, sports courts, spas, barbecue and picnic facilities, or other features as approved by the Planning Commission and Design Review Board. The Planning Commission and Design Review Board may determine the benefit, size and the number of amenities in the development.

#### **10-11G-6: PARKING:**

- A. Number Of Stalls Required: For commercial parking regulations, refer to Section 10-11E-2-12. The number of parking stalls required for residential units shall be determined as follows:
  - 1. Two (2) parking stalls shall be required for each residential unit in a mixed use development.

2. Two and one half (2.5) parking stalls shall be required for each multi-family residential unit ~~not attached to residential~~.
- B. Garages and Parking Structures: At least one parking space per residential unit (except studios) shall be an attached garage, except use #1152 (see #9 below). In addition, the following requirements shall apply:
1. Detached parking structures shall only be located to the side or rear, not in the front, of residential buildings.
  2. Garages and carports shall be built with the same finish materials and colors as the main structures and shall be architecturally similar (including rooflines) to the main structures or incorporated into their design and construction.
  3. Each single space within a garage shall have a minimum interior dimension of twenty two feet (22') in length by twelve feet (12') in width.
  4. Garages shall have four (4) walls, a roof, a doorway at least nine feet (9') in width, and a door that is lockable.
  5. The ends of carport structures shall be walled with similar exterior material, material ratios, and look as the main structures.
  6. Driveways and uncovered parking areas shall be paved and striped with dimensions following the requirements of chapter 18 of this title.
  7. No tandem parking (one parking space behind another parking space) shall be permitted unless both spaces are reserved for the same dwelling unit.
  8. No vehicles or trailers of any type without current license plates shall be parked or stored other than in a completely enclosed building.
  9. Multi-family development planned expansion (use #1152): An attached garage is not required, but shall have at least one covered stall per unit. Covered stalls may be placed in the front, side or rear of structures, and shall be built similar to existing carports.
- C. Shared Parking: The Planning Commission may authorize the joint use of a parking facility in a mixed use development when the applicant can demonstrate that:
1. No more than twenty five percent (25%) of the parking spaces required by this section is provided as shared parking, except that at least one space shall be assigned to each dwelling unit.
  2. There is not a conflict between the principal operating hours of the land uses which share the joint parking facility;
  3. The joint parking spaces are no farther than five hundred feet (500') from the facility or buildings directly served, and there is at least one clear and easy pedestrian route; and
  4. The parties concerned in the joint use of the parking facility shall submit a written agreement specifying the terms of the agreement for the sharing of the parking facility. Said agreement shall be recorded in the office of the county recorder and shall become a permanent part of the public record.
- D. RV Parking: The storage of recreational vehicles (RVs) shall not be allowed in the downtown mixed use overlay zone.



- E. Walkways: Marked walkways, separated from traffic lanes and vehicle overhangs, shall be provided from parking areas to the public rights of way and to building entrances. Walkways may cross traffic lanes, provided the crossing is marked with striping or constructed with a contrasting paving material to indicate a pedestrian crossing area. Any such walkway shall:
  - 1. Be a minimum of six feet (6') in width;
  - 2. Be raised to standard sidewalk height except where crossing traffic lanes;
  - 3. In a multi-family development planned expansion (use #1152), match existing project.
- F. Other Regulations: Refer to section 10-11E-2-12 of this chapter for all other parking regulations not covered in this section.
- G. Waiver: The city council may approve a waiver to the above parking requirements, based upon the recommendation of a professional parking study.

#### **10-11G-7: OTHER REQUIREMENTS:**

- A. General Landscaping Requirements: Refer to subsection 10-11E-2-14C of this chapter.
- B. Guarantees And Covenants: Final approval of a downtown mixed use overlay development cannot be granted without the developer's submittal of a proper declaration of covenants, conditions, and restrictions (CC&Rs). They are to include the following:
  - 1. CC&Rs: The applicant (developer) of any downtown mixed use overlay development shall, prior to the conveyance of any unit, submit to city staff a declaration of covenants, conditions, and restrictions (CC&Rs) relating to the project, which are to be given final plat approval by the city council, and shall be recorded to run with the land. Said covenants, conditions, and restrictions shall include management policies, which shall set forth the quality of maintenance that will be performed, and who is responsible for said maintenance within the downtown mixed use overlay development. As a minimum, the said document shall include the following:
    - a. The care and maintenance of all common or limited common areas, facilities, and private streets shall be ensured by the developer by establishing a private homeowners' association.
    - b. A professional property management company is to be hired by the HOA to govern the responsibility for all maintenance. Maintenance of the common/limited common areas, facilities, and private streets shall be managed by an established property management company where there is adequate expertise and experience in property management, to assure that said maintenance is sustained and accomplished efficiently, and at a high standard of quality. Contact information and a copy of the governing contract for the current property management company shall be submitted to be on file with the office of the Pleasant Grove city clerk.
  - 2. HOA Failure: In case of failure or neglect to comply with any and all of the conditions and regulations established herein, and as specifically made applicable to a downtown mixed use overlay development, such failure or neglect to comply with the requirements and to maintain the buildings, amenities and premises in accordance with the conditions or approval thereafter, shall also be deemed to be a violation of this article and the following may apply:
    - a. In the event the common areas and amenities are not properly maintained, or the HOA is dissolved, the property management company is to remain in place to govern the downtown mixed use overlay development, and enforce the CC&Rs. The property management company is also to continue to follow all city ordinances, in addition to those regulations

specifically assigned to the downtown mixed use overlay development in question. Responsibility for payment to the property management company shall lie jointly and severally with the property owners.

- C. Soils Report: A soils report prepared by a soils engineer shall be submitted concurrent with the submittal of any site plan to identify any special engineering needs of the site. All development shall be slab on grade unless a soils engineer determines that below grade development can be developed without present or future ground water problems and the city engineer concurs in the analysis. Ground water drains shall be required if the soils report recommends them.
- D. Signage: Refer to subsection 10-11E-2-14A of this chapter.
- E. Traffic Study: The developer shall be required to submit a comprehensive traffic impact study (CTIS) prepared by a professional transportation engineer licensed to practice in the state of Utah that analyzes the impact of development of the entire property zoned downtown mixed use overlay at the time of the first site plan application. The CTIS shall evaluate the vehicle, bicycle, and pedestrian traffic both on site and in the general vicinity of the project. The CTIS shall evaluate trip generations, turning movements to and from the property, street geometrics, and traffic safety on and off the site. The CTIS shall also address relevant items including, but not limited to, the following: surrounding street and intersection levels of service (LOS) before and after the project is completed, any mitigation efforts recommended to minimize project traffic impacts, proposed public and private street widths and alignments, site mobility, access management, potential traffic signal locations, street striping, signage, etc. Each site plan shall reflect and incorporate the recommendations of the CTIS and the individual traffic study and any other requirements that the city may deem necessary based upon the CTIS and/or the individual traffic study.
- F. Provisions Not Listed: For those provisions and regulations not listed, specified or otherwise covered within the downtown mixed use overlay zone, persons shall refer to the underlying downtown commercial subdistrict found in article E of this chapter.

**SECTION 2: SEVERABILITY.** The sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable. If any such section, paragraph, sentence, clause, or phrase shall be declared invalid or unconstitutional by the valid judgment or decree of a Court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any of the remaining sections, paragraphs, sentences, clauses, or phases of this Ordinance.

**SECTION 3: EFFECTIVE DATE.** This ordinance shall take effect immediately upon its passage and shall be posted or published as required by law.

**SECTION 4: APPROVED AND ADOPTED AND MADE EFFECTIVE** by the City Council of Pleasant Grove City, Utah County, Utah, this 16<sup>th</sup> day of July, 2013.

ATTEST:

\_\_\_\_\_  
Bruce W. Call, Mayor

\_\_\_\_\_  
Kathy T. Kresser, CMC  
City Recorder

(SEAL)

## City Council STAFF REPORT

Meeting Date: July 30, 2013

### Hardman Subdivision Final Plat B

**APPLICANT:**

Don Hardman

**ADDRESS:**

1100 North 372 East

**ZONE:**

R1-8, Single Family  
Residential

**GENERAL PLAN:**

Medium Density  
Residential

**ATTACHMENTS:**

- Zoning Map
- Aerial Map
- Preliminary Plat

**REPORT BY:**

Ken Young, Community  
Development Director

Marcus Wager, Planning  
Intern

**BACKGROUND**

The applicant is requesting approval of a 4-lot final plat called Hardman Subdivision Plat B located at approximately 1100 North 372 East in the R1-8 (Single Family Residential) Zone, with a General Plan designation of Medium Density Residential.

**ANALYSIS**

The proposed plat is to divide the existing property into 4 lots, all of which exceed the minimum 8,000 sq. ft. size in the R1-8 zone. There is an existing house on lot 1 that is proposed to remain on site in this development, and lot 2 has already been sectioned off as a single lot.

On June 13, 2007 a 5 ft. flag lot stem width variance was approved and on June 22, 2005, an 18 ft. lot width variance was approved. Along with these two approvals, this development otherwise meets the code requirements.

**RECOMMENDATION**

The Planning Commission approved the preliminary plat on July 11, 2013. Staff recommends that the Council **approve** the final plat, known as Hardman Subdivision Plat B with the following condition(s).

1. All Final Planning, Engineering, and Fire Department requirements are met.

---

### **MODEL MOTIONS**

**Approval** – “I move the Council approve the final plat, known as Hardman Subdivision Plat B, and adopting the exhibits, conditions and findings of the staff report, and as modified by the conditions below:

1. List any additional conditions....

**Continue** – “I move the Council continue the review of the final plat, known as Hardman Subdivision Plat B (give date), based on the following findings:”

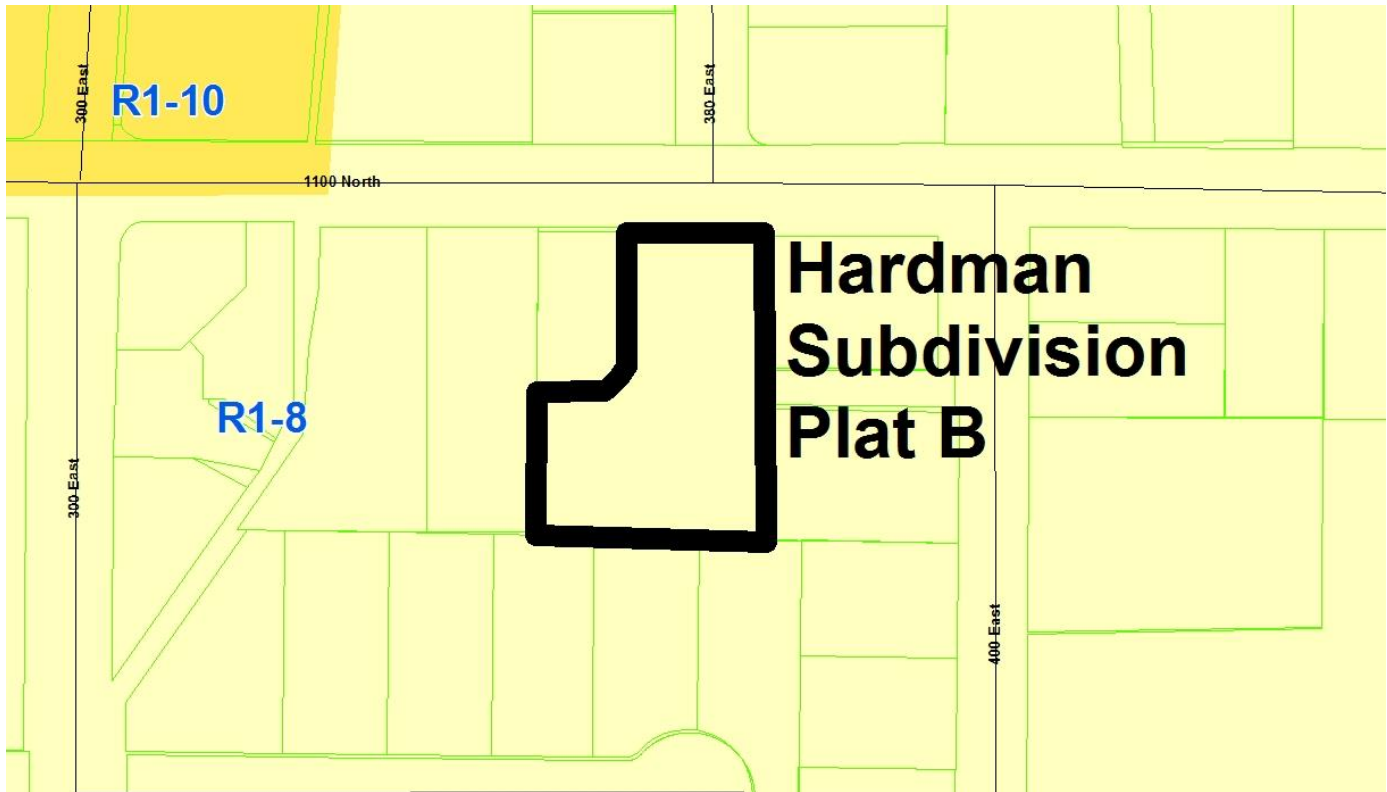
1. List reasons for tabling the item, and what is to be accomplished prior to the next meeting date...

**Denial** – “I move the Council deny the final plat, known as Hardman Subdivision Plat B based on the following findings:”

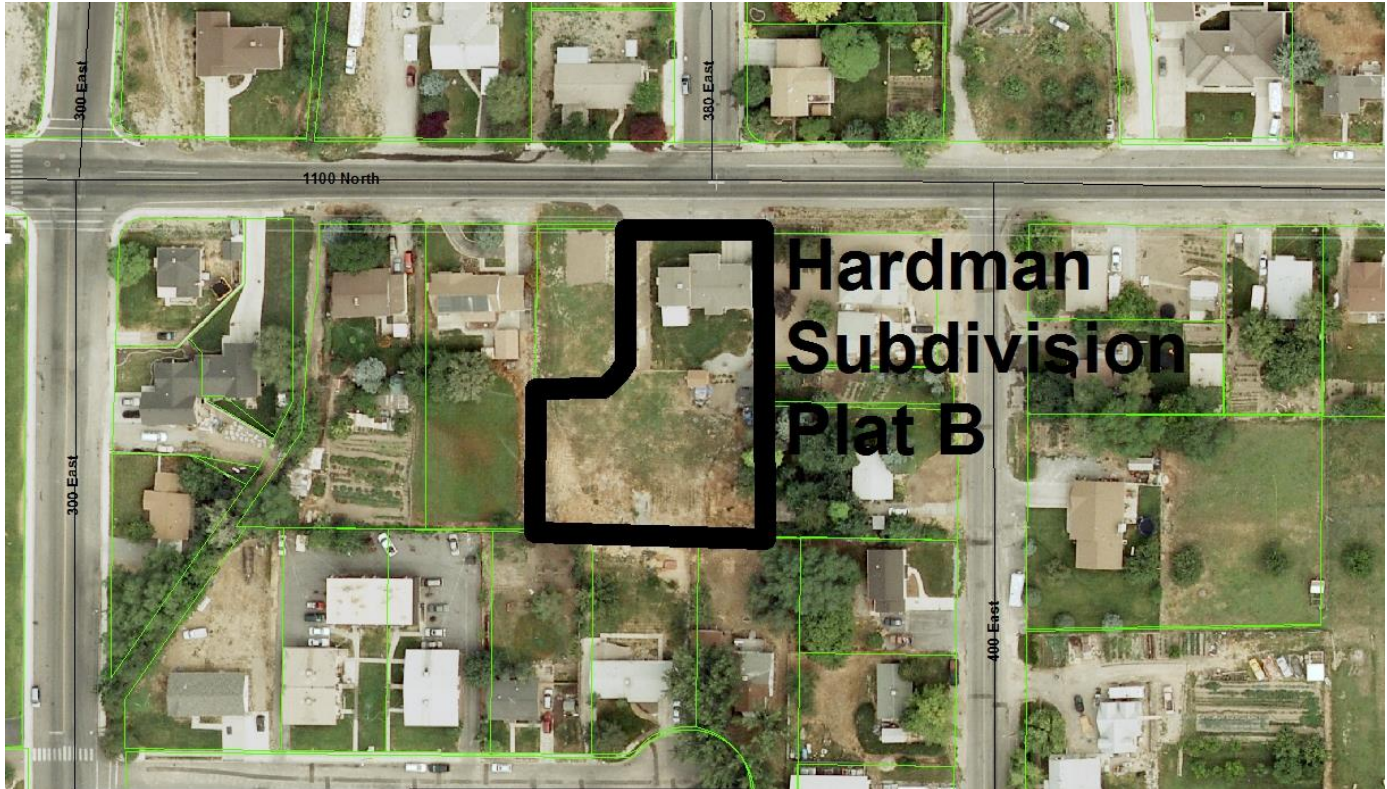
1. List findings for denial...



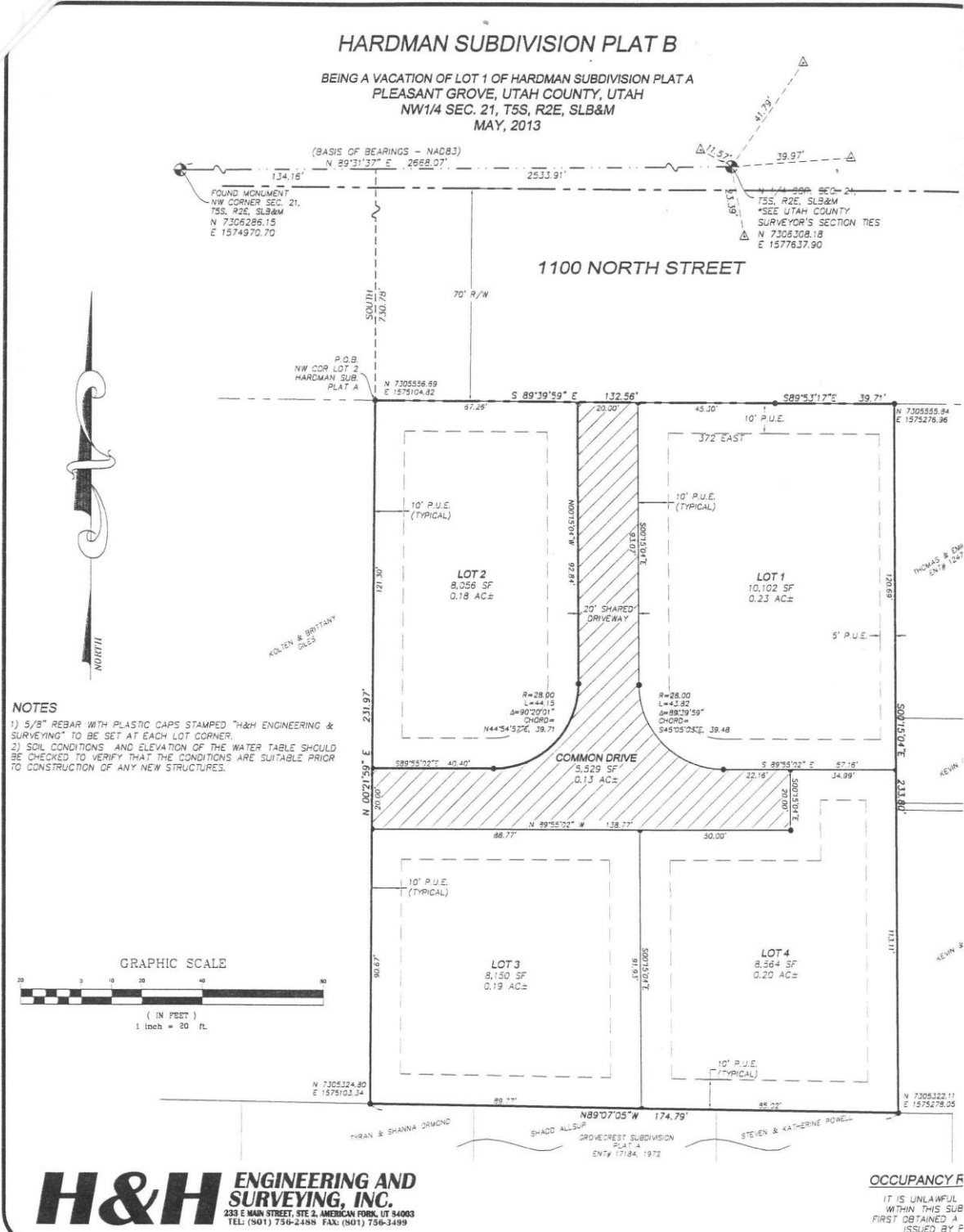
## ZONING MAP



## AERIAL MAP



FINAL PLAT



# PERMIT TO EXCEED NOISE RESTRICTIONS

Pursuant to the terms of Pleasant Grove Municipal Code Section 5-2B-E(2) I, Bruce W. Call, Mayor of Pleasant Grove City do hereby grant to STAKER PARSON COMPANIES for the purpose of constructing a UDOT Project improving and widening US 89 from 2000 North in Orem to the Intersection at Geneva Road in Pleasant Grove, specifically to install underground piping in the area of State Street and 300 East, in Pleasant Grove, an exemption from the noise decibel limits found in Section 5-2B-D based upon the following findings:

1. Said project is a special construction project as provided for in Section 5-2B-E and as such qualifies to be considered for an exemption.
2. The exemption is being requested because of the special nature of the event:
  - (a) It is necessary to work at night in order to minimize the traffic impacts on the traveling public during the day. If the project were not permitted to operate at night lane travel would need to be restricted during the day, thus negatively impacting traffic flow and traffic safety.
  - (b) Working at night increases the safety of both the construction workers and the traveling public.

Said permit is GRANTED subject to the following restrictions:

1. The construction noise will not exceed: 105 DBA during the time period from 10:00 p.m. to 7:00 a.m. as measured at a point 500 feet from the noise source.
2. Said permit shall be in effect for a time period not to exceed: from August 5, 2013 to August 10, 2013.
3. Staker Parson Companies agrees to use best efforts to reduce the construction noise generated from their equipment and vehicles utilizing best practices methods for noise reduction.

Permit **GRANTED** this \_\_\_\_\_ day of July, 2013.

---

Bruce W. Call  
Mayor



---

**CONTENTS**

---

Contents.....	- 1 -
<b>Section 1: Emergency Operations Plan Implementation .....</b>	<b>- 3 -</b>
<b>1.2 Geographical area of service .....</b>	<b>- 5 -</b>
<b>1.3 Promulgation .....</b>	<b>- 6 -</b>
<b>1.4 Approval and Implementation .....</b>	<b>- 7 -</b>
<b>1.5 Record of Changes.....</b>	<b>- 8 -</b>
<b>1.6 Authorities and References.....</b>	<b>- 11 -</b>
<b>1.7 How to use this plan .....</b>	<b>- 12 -</b>
<b>Section 2: Basic Plan.....</b>	<b>- 13 -</b>
<b>2.1 Purpose.....</b>	<b>- 14 -</b>
<b>2.2 Scope .....</b>	<b>- 15 -</b>
<b>2.3 Situation Overview.....</b>	<b>- 16 -</b>
<b>2.4 Planning Assumptions .....</b>	<b>- 17 -</b>
<b>Section 3: Hazard Analysis and Declaration Process.....</b>	<b>- 18 -</b>
<b>3.1 Hazard Assessment.....</b>	<b>- 22 -</b>
<b>3.2 Declaring a Local state of emergency.....</b>	<b>- 24 -</b>
<b>Section 4: Concept of operations.....</b>	<b>- 26 -</b>
<b>4.1 Limitations .....</b>	<b>- 28 -</b>
<b>4.2 Continuity of government.....</b>	<b>- 29 -</b>
<b>4.3 Continuity of operations planning (Coop).....</b>	<b>- 30 -</b>
<b>4.4 Emergency Operations Center (eoc) .....</b>	<b>- 31 -</b>
<b>4.5 levels of escalation in the Eoc .....</b>	<b>- 32 -</b>
<b>4.6 Emergency Support Functions (esf) .....</b>	<b>- 34 -</b>
<b>Section 5: organization and responsibilities .....</b>	<b>- 40 -</b>
<b>5.1 Delegation of authority .....</b>	<b>- 41 -</b>
<b>5.2 General Preparedness Responsibilities .....</b>	<b>- 42 -</b>

<b>5.3 General Response Responsibilities .....</b>	<b>- 43 -</b>
<b>Section 6: Disaster Intelligence .....</b>	<b>- 44 -</b>
<b>Section 7: Communications.....</b>	<b>- 46 -</b>
<b>SECTION 8: Administrative Practices .....</b>	<b>- 48 -</b>
<b>8.1 Fiscal.....</b>	<b>- 49 -</b>
<b>8.2 Logistics .....</b>	<b>- 50 -</b>
<b>8.3 Insurance .....</b>	<b>- 51 -</b>
<b>SECTION 9: Plan Maintenance .....</b>	<b>- 52 -</b>
<b>Section 10: Glossary .....</b>	<b>- 53 -</b>
<b>Section 11: Acronyms .....</b>	<b>- 56 -</b>

## SECTION 1: EMERGENCY OPERATIONS PLAN IMPLEMENTATION

---

The Pleasant Grove City Emergency Operations Plan (EOP or Plan) is an all hazards document describing the city's emergency operations organization, compliance with relevant legal statutes, other guidelines and critical components of the Emergency Response System. This plan is activated during extraordinary emergency situations associated with large-scale disasters affecting Pleasant Grove City. There are four major objectives of this plan:

1. To provide a current analysis of both the natural and man-made hazards specific to Pleasant Grove City, to include acts of terrorism.
2. To give detailed instructions to and coordination with Pleasant Grove City Officials regarding mitigation of, preparation for and response to a major disaster.
3. To plan for an economic recovery after a disaster including the continuity of operations for government and private sector entities with the goal of returning people back to a sense of normalcy (i.e. "back home, back to school, back to work").
4. To provide for the survival of the city population and evacuees in the event of any threat upon the United States.

This plan is designed to be used by Pleasant Grove City and will coordinate with corresponding emergency support functions and standard operating procedures that are developed by departments within the city as well as Utah County Emergency Management. It is hoped that a situation requiring the full-scale implementation of this plan will never occur. However, local government officials can be assured that this Emergency Operations Plan (EOP) is a deliberate and current assessment of the hazards in Pleasant Grove City and provides a basis for a response and recovery action should any of these hazards bring destruction or injury to the city or citizens.

Pleasant Grove City will make every effort to mitigate, prepare for, respond to, and recover from emergencies, disasters or major catastrophes with the primary objectives to save lives and protect public health and property in accordance with Utah Code Ann. § 63K-4-101 entitled Disaster Response and Recovery Act, as amended. Pleasant Grove City has adopted the National Incident Management System (NIMS) which is the system used by all Utah County Emergency Response agencies in accordance with the National Strategy for Homeland Security; Homeland Security Act of 2002; and Homeland Security Presidential Directive 5 (HSPD-5).

Pleasant Grove uses National Incident Management System (NIMS) as a basis for the Incident Command System (ICS) structure. It recognizes NIMS for its standard incident management system that is scalable and modular, and can be used in incidents of any size or complexity. The City Emergency Operations Plan (EOP) emphasizes the importance of all agencies cooperating within the functions of NIMS to address the consequences of any emergency, disaster or incident.

Resources will be made available by many sources through Mutual Aid Agreements and facilitated through Pleasant Grove City Emergency Management. It is the intent of this plan to cover as many foreseeable contingencies as possible, but as that is not possible, this plan is considered a flexible, living document that can be adapted to any situation using an ICS structure under the umbrella of NIMS. Pleasant Grove City will follow this emergency operations plan as far as it applies to a given circumstance, but is free to adapt operations, within the context of NIMS, in order to best save lives and preserve a standard of normalcy in the lives of its citizens.

First responders in all organizations are encouraged to implement the training, exercising, and everyday use of the ICS. The ICS is a combination of facilities, equipment, personnel, procedures and communications that operates with a common organizational structure and is designed to aid in the management of resources during incidents. The ICS is applicable to small incidents and large complex incidents. All operations within the Pleasant Grove City emergency operations center will be conducted using the ICS.

The Pleasant Grove Police Chief has been designated as the Emergency Manager by the Mayor and has been given authority and responsibility for the administration and operations of Pleasant Grove City Emergency Management.

The EOP consists of a basic plan, fifteen Emergency Support Function (ESF) Annexes, and Standard Operating Appendices. The base plan provides guidance for response, roles and responsibilities, response actions, response organizations, and planning requirements to incidents that may occur.

ESF Annexes group city resources and capabilities into functional areas that are most frequently needed in a city response.

To support an effective response, all ESFs are required to have both strategic and detailed operational plans that include all participating organizations and engage the private sector and nongovernmental organizations as appropriate. Departments will be expected to develop and maintain standard operating procedure appendices that outline specific responsibilities associated with these roles and serve as a guide for internal procedures.

Further, this plan describes the role of the Utah County Emergency Operations Center EOC and the coordination that occurs between Pleasant Grove EOC, Utah County and other response agencies.

The Pleasant Grove City Emergency Management Committee is responsible for updating the EOP on a regular basis to reflect and address the changing needs of Pleasant Grove City. This EOP complies with the National Incident Management System, in accordance with the National Response Framework, the Incident Command System and the State of Utah Emergency Operations Plan.

Public officials, department directors, employees and support agencies for Pleasant Grove should become familiar with this plan. Further, as appropriate, they should formulate emergency support function annexes and standard operating procedures appendices which will be used to complement this plan and accomplish assigned responsibilities.

## 1.2 GEOGRAPHICAL AREA OF SERVICE

---

Pleasant Grove City is located in the North portion of Utah County. Pleasant Grove is 30 minutes south of Salt Lake City, and 10 minutes north of Provo.

The adjusted 2010 census population of Pleasant Grove City is estimated to be 33,509

The transportation systems in place include I-15; State Roads US-89 (State Street), SR-146, (100 East/Canyon Road), SR-114 (Main Street/Geneva Road), Pleasant Grove Blvd; UTA and the Union Pacific Railroad.

The industrial/Manufacturing district is located along 220 South (State Street to Pleasant Grove Blvd) and 700 South from Main Street (Geneva Road) to 1300 West (Proctor Ln).

Pleasant Grove has four major water aqueducts along the east side of the City conveying water to Salt Lake County. These include the Provo Reservoir Canal (Murdock Canal) (126" pipe); Salt Lake Aqueduct (60" pipe); Jordan Aqueduct Reach 4 (72"); Alpine Aqueduct Reach 3 (48" pipe).

There is one high school, one junior high school, nine elementary schools ( of which one is a private school and three are charter schools). The private school ranges from K-12<sup>th</sup> grade. The three charter schools range from K – middle school.

Pleasant Grove City is vulnerable to various natural hazards such as, floods, tornados, high winds, earthquakes, drought, landslides, winter storms, and fires. Additionally, Pleasant Grove City is vulnerable to a variety of man-made and technological hazards such as hazardous materials accidents, major transportation accidents, power failures, terrorism, etc.

The potential scope and impact of these emergencies may vary from a minor emergency requiring minimum response to a major emergency requiring maximum response, beyond the city's ability depending on time of day, weather conditions, time of year, warning time, location, population density, and the type of emergency or disaster.

## 1.3 PROMULGATION

WHEREAS, Pleasant Grove City recognizes it is at risk to a wide range of natural, technological, and man-made hazards and there is a need for ongoing emergency operations planning by local government officials within Pleasant Grove City; and

WHEREAS, this Emergency Operations Plan is needed to coordinate and support city response efforts in the event of an emergency or disaster and during the aftermath thereof; and

WHEREAS, this plan will provide a framework for local government officials and local city departments to plan and perform their respective emergency functions during a disaster or national emergency. Tasked organizations within the plan have the responsibility to prepare and maintain standard operating procedures and commit to the training and exercises required to support this plan. All recipients are responsible to submit to the Pleasant Grove City Emergency Management Committee any changes that might result in its improvement or increase its usefulness.

WHEREAS, in accordance with the Homeland Security Presidential Directive 5, all agencies, departments, and organizations having responsibilities in this Emergency Operations Plan will use the National Incident Management System (NIMS). This system will allow proper coordination between local, county, state and federal organizations. The Incident Command System, as a part of the National Incident Management System, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures and communications operating with a common organizational structure. All on-scene management of incidents will be conducted using the Incident Command System.

This plan is promulgated as the Pleasant Grove Emergency Operations Plan and designed to comply with all applicable Pleasant Grove City regulations and provides the policies and procedures to be followed in response to emergencies, disasters and terrorism events.

NOW THEREFORE, BE IT RESOLVED by the Mayor of Pleasant Grove City this Emergency Operations Plan as written is officially adopted,  
IN WITNESS WHEREOF;

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Date



## 1.4 APPROVAL AND IMPLEMENTATION

---

The approval of this plan will be under the direction of the Pleasant Grove City Mayor and Council. Implementation of this plan will be under the direction of the Emergency Manager.

This Emergency Operations Plan supersedes all previous plans. Specific modifications of the plan can be made by the Pleasant Grove City Emergency Manager and /or the Emergency Management Committee without the senior official's signature.

A formal Declaration of Emergency, issued by the Mayor or the Mayor's designee, provides the legal authority to take actions deemed reasonable and necessary to resolve an incident. The Declaration of Emergency gives orders, and regulates under the full effect of the law. Under such conditions, a curfew or other necessary measures can be imposed. Standard procedures may be expedited, especially in the area of purchasing.

The Declaration of Emergency activates all provisions in this Emergency Operations Plan. The declaration is also a request for assistance. The request for assistance follows this pre-designated sequence: Utah County, the State of Utah (including the National Guard), and then Federal (including the Military).

This plan will be implemented when an emergency has been declared by the chief elected official(s) or his designees or when an incident is considered imminent or probable, and the implementation of this plan and the activation of the Pleasant Grove City EOC are considered a prudent, proactive response to the impending incident.

I acknowledge that I, or a representative have reviewed this plan and agree to the tasks and responsibilities assigned herein. I also agree if necessary to upgrade this Emergency Operations Plan as it relates to responsibilities on an annual basis and submit any changes to the Pleasant Grove City Emergency Management Committee for their annual review and updates.

---

Name/Title

---

Date

---

Name/Title

---

Date

---

Print Date May 1, 2013

## 1.5 RECORD OF CHANGES

---

The Emergency Manager ensures that necessary changes and revisions to the plan are prepared, coordinated, published and distributed.

The plan will undergo revision whenever:

- Any condition occurs that causes conditions to change.
- It fails during emergency.
- Exercises, drills reveal deficiencies or “shortfall(s).”
- Local government structure changes.
- Community situations change.
- State/Federal requirements change.

The Emergency Management Coordinator will maintain a list of individuals and organizations which have controlled copies of the plan. Only those with controlled copies will automatically be provided updates and revisions.

Plan holders will be provided an updated copy of the plan when any changes or revisions are made. Revised copies will be dated and marked to show where changes have been made. The most current dated plan will be distributed to plan holders and replace previous copies

“Record of Changes” will be kept with a Master Copy of this plan to be maintained by the Emergency Management Coordinator.

## Record of Changes

Section Title	Page #	Revision Summary	Date	Revised By

---

Print Date May 1, 2013

## Record of Distribution

Name	Title	Agency	Date Delivered	# of Copies

## 1.6 AUTHORITIES AND REFERENCES

---

### Authorities

Under provisions of HSPD-5, the Secretary of Homeland Security is the principal official for domestic incident management.

#### Federal Authorities

- Federal Civil Defense Act of 1950, (PL 81-950), as amended
- Disaster Relief Act of 1974, (PL 93-288), as amended
- Title III, of the Superfund Amendments and Reauthorization Act 1986 (SARA), (PL 100-700)
- Code of Federal Regulations (CFR), Title 44, Emergency Management and Assistance October 1, 2008

The authorities under which this plan is developed include the following:

#### State of Utah

- Title 63K-4-101 "Disaster Response and Recovery Act"

#### Pleasant Grove City

- Pleasant Grove City Ordinance, 2003, as amended

#### Guidance Documents

- a. FEMA 501, National Incident Management System
- b. Comprehensive Preparedness Guide (CPG) 101, Version 2, Nov. 2010
- c. Utah County Emergency Operations Plan, 2009

## 1.7 HOW TO USE THIS PLAN

---

This is a strategic plan, organized by “emergency support functions.” The “Basic Plan” section provides a general overview and summary of the purpose, responsibilities, and operational concepts. The Emergency Support Functions are functions that may be activated and performed during emergencies and disasters. While the concept of operations should always remain the same, the functions activated will be dependent on the emergency/disaster type and scope.

Public officials, department heads, employees and all stakeholders shall do the following:

1. Read the “Basic Plan”. Take note of your department’s responsibilities contained within the “Basic Plan.”
2. Review the Emergency Support Function annexes appended to the Basic Plan. Note which ESFs your department appears in. Within each ESF that your department is a part of, you will find additional functional responsibilities.

Each ESF contains a “cover page summary.” This summary lists the department or agency providing primary support to this function. The County, State, and Federal agencies along with private organizations that would provide additional assistance, if requested, are also shown

3. Each department must develop and maintain Standard Operating Procedures (SOPs) appendices and notification rosters in such detail as necessary that will result in successful notification, activation and completion of your responsibilities as listed in assigned ESFs.

Appendices may be added as needed to each ESF to include specific assignments and/or department functional responsibilities and SOPs.



## SECTION 2: BASIC PLAN

---

Each “functional annex” is listed under the emergency support function (ESF) and headed by a primary agency, which has been selected based on its authorities, resources, and capabilities in the functional area. The “Emergency Support Functions annexes and appendices” serve as the primary mechanism through which assistance is managed in an affected area.

This plan provides for an orderly means to mitigate, prepare for, respond to, and recover from emergencies or disasters that threaten life, property, and the environment within Pleasant Grove City boundaries by:

- Identifying major natural and manmade hazards, threats to life, property, and/or the environment that are known or thought to exist.
- Assigning emergency management responsibilities and tasks.
- Describing predetermined actions, responsibilities, and tasks to be taken by departments, and other cooperating organizations and institutions, to eliminate or mitigate the effects of these threats, and to respond effectively and recover from an emergency or disaster.
- Providing for effective assignment and utilization of city employees.
- Documenting the current capabilities and existing resources of departments and other cooperating organizations and institutions which must be maintained to enable accomplishment of those predetermined actions.
- Assisting in an effective coordination of resources and accurate sharing of information.
- Providing for the continuity of city government during and after an emergency or disaster.
- Enhanced cooperation (mutual aid agreements and memorandums of understanding) and coordination with cooperating community agencies, neighboring jurisdictions, and State and Federal agencies.
- Providing for an Emergency Management Committee comprised of representatives from all Pleasant Grove City Departments with assigned responsibilities and duties as follows: review and revision of the plan; training exercise planning, evaluation, and reviewing; and offering recommendations on emergency management initiatives.

## 2.1 PURPOSE

---

This plan describes the basic strategies, assumptions and mechanisms through which the departments within the city will mobilize resources and conduct activities to guide and support emergency management efforts through mitigation, preparedness, response and recovery.

To facilitate effective intergovernmental operations, this plan adopts a functional approach that groups the type of assistance to be provided under emergency support functions, functional annexes and appendices to address needs at the local government level.

DRAFT

## 2.2 SCOPE

---

The emergency management functions for Pleasant Grove are under the direction of the Mayor and Council with the Emergency Management Committee coordinating mitigation and response during a major disaster or emergency affecting Pleasant Grove City. Emergency management strives to accomplish the following as it pertains to emergency preparedness:

- Assist citizens, businesses, faith based organizations, schools and industry in developing their emergency plans and as applicable, coordinating with the Pleasant Grove City emergency operations plan.
- Develop effective mitigation practices for the community.
- Provide training and conduct exercises for responders of Pleasant Grove City as it relates to the National Response Framework.
- Develop and implement emergency plans, operating procedures, checklists, systems, and facilities for response to community emergencies. Create a framework of interagency and community-wide cooperation to enhance disaster mitigation, preparedness, response, and recovery.
- Work with local government and community agencies to develop plans and procedures to recover from a disaster.
- Coordinate the community's response to disasters
- Devise means for rapid deployment and pre-deployment of resources.
- Provide communications and warning systems.
- Conduct annual exercises to determine the ability to respond to a disaster

## 2.3 SITUATION OVERVIEW

---

It is recognized that Pleasant Grove City is vulnerable to natural, technological and human-caused hazards that threaten the health, welfare and security of our citizens. The cost of response to and recovery from potential disasters can be substantially reduced when attention is turned to mitigation action and planning. Although Pleasant Grove City is vulnerable to snowstorms, earthquakes, and flooding, other hazards such as tornadoes, wildfires, and mud slides pose risks to Pleasant Grove City's population and property.

In the event of a major disaster or emergency, a large number of fatalities and injuries may result. Many people may be displaced and incapable of providing food, clothing and shelter for themselves and their families. Jobs may be lost with reduced prospect for future employment in the area. The economic viability of the community may be jeopardized.

Many private homes, businesses and industries may be damaged or destroyed. The structural integrity of many public buildings, bridges, roadways and facilities may be compromised. Water and utility infrastructure may be severely affected. Timely deployment of resources from unaffected areas of Pleasant Grove, Utah County and the State of Utah will be needed to ensure an effective and efficient response

Disaster response efforts are often hampered by equipment and facility damage, communication failures, inclement weather, responder injury and death, transportation problems, debris, and many other limiting factors. In the event of an emergency or disaster that exceeds the available resources; the public should expect and be prepared for a minimum 72 hour delay for emergency response service.

## 2.4 PLANNING ASSUMPTIONS

---

Governmental officials within the city recognize their responsibilities regarding the safety and well - being of the public and they will assume their responsibilities when the Emergency Operations Plan is implemented.

The city will make every reasonable effort to respond in the event of an emergency or disaster. However, city resources and systems may be damaged, destroyed or overwhelmed. The responsibilities and functions outlined in this plan will be fulfilled only if the information exchange, extent of actual agency capabilities, and resources are available at the time.

Damages to infrastructure will likely be manifested in direct physical and economic damages to facilities and systems, emergency response abilities will be diminished due to inaccessible locales, and may cause inconvenience or overwhelming distress due to temporary or protracted service interruptions and will result in long-term economic losses due to the economic and physical limitations of recovery operations.

Effective preparedness requires ongoing public awareness and education programs so that citizens will be prepared, when possible, and understand their own responsibilities should a major disaster or emergency event occur.

Time of occurrence, severity of impact, weather conditions, population density, building construction, and secondary events such as fires, explosions, structural collapse, contamination issues, loss of critical infrastructure and floods are a few of the significant factors that will affect casualties and damage.

Disaster relief from agencies outside the city may take 72 hours or more to arrive. Residents living within the city boundaries are encouraged to develop a family disaster plan and maintain the essential supplies to be self-sufficient for a minimum of 72 hours and up to two (2) weeks.

Businesses are expected to develop internal disaster plans that will integrate and be compatible with local government resources and this plan.

This plan is not intended to limit or restrict initiative, judgment, or independent action required to provide appropriate and effective emergency and disaster mitigation, preparation, response, and recovery for citizens or businesses within Pleasant Grove City.

## SECTION 3: HAZARD ANALYSIS AND DECLARATION PROCESS

---

A disaster can occur at any time within the jurisdiction of Pleasant Grove City. Areas of Pleasant Grove are at risk for three types of events:

- Natural Disasters – Avalanche, drought, earthquake, epidemic, flood, landslide, tornado, severe weather (rain, snow, wind, lightning, etc.), wildfires, etc.
- Technological Incidents – Airplane crash, dam failures, hazardous materials release, power failure, train derailment, urban conflagration, etc.
- Human-Caused Hazards - Transportation incidents involving hazardous substances, major air and ground transportation accidents, civil disturbances, school violence, terrorists or bomb threats, sabotage and conventional nuclear, biological, or chemical attack, etc.

### **Natural Hazards**

Numerous natural hazards exist in Pleasant Grove that can constrain land use. Active fault zones pose the threat of earthquakes, while steep mountains adjacent to the city create a potential for avalanche, landslides, debris flows, and rock falls.

### **Earthquake**

Earthquakes (magnitude 6.5 to 7.5) can occur on any of several active segments of the Wasatch fault between Brigham City and Levan. Such earthquakes can also occur on many other recognized active faults in Utah. The chance of a large earthquake in the Wasatch Front region during the next 50 years is about 1 in 4.

Earthquake-related hazards may include ground shaking, soil liquefaction, surface fault rupture, tectonic subsidence, slope failure, and problems related to changes in groundwater.

A major earthquake anywhere in Utah County or a moderate earthquake in the immediate vicinity of Pleasant Grove would produce moderate to high potential for liquefaction and landslides. Damages from this hazard will be extensive in the event of a moderate to large earthquake

### **Landslide**

Landslides are common natural hazards in Utah. They often strike without warning and can be destructive and costly. Common types of landslides in Utah are debris flows, slides,



and rock falls. Many landslides are associated with rising groundwater levels due to rainfall, snowmelt and landscape irrigation.

**Drought**

Even in normal years, Utah has a limited water supply. It is the second driest state in the nation. Most of Utah is classified as a desert receiving less than 13 inches of annual precipitation. Drought is a normal and recurring feature of climate and is a result of a deficiency of precipitation over an extended period of time, resulting in a water shortage that impacts normal water usage. The severity of a drought depends on the degree of moisture deficiency, its duration and the size of the affected area. Because it is so hard to develop a quantitative definition for drought, it is difficult to determine precisely when a drought starts and ends.

**Fire**

Utah's typical fire season is the dry period from May through October. A large number of wildfires are caused by lightning. The wild land/urban interface defines the area where structures and other human development meet or intermingle with undeveloped wild land or vegetative fuels.

**Flooding**

Although located in a semi-arid region, Pleasant Grove is vulnerable to severe thunderstorms and snowmelt floods.

**Severe Weather****Snow**

Snowstorms over Central Utah have a dramatic effect on regional commerce, transportation and daily activity. Snowfall is also influenced by Utah Lake, which appears to produce localized snow bands several times each winter. These snow bands are known locally as lake-effect bands. Lake-effect bands produce some of the region's worst winter storms and have the potential to increase transportation problems and power failures.

**Lightning**

Each year, hundreds of Americans are hit by lightning, resulting in dozens of deaths and injuries. Lightning causes more deaths per year in the United States than those from tornados or hurricanes.

**High Winds**

Micro-burst type winds are not uncommon to Pleasant Grove. Severe wind storms may cause damage to power lines, fallen trees and damage to property.

## **Technological Hazards**

Technological hazards include hazardous materials incidents and nuclear power plant failures. Usually, little or no warning precedes incidents involving technological hazards. Technological hazards in surrounding communities could impact Pleasant Grove.

## **Hazardous Materials**

Hazardous materials incidents can occur anywhere there is a road, rail line, pipeline or fixed facility storing hazardous materials. Virtually the entire city is at risk to an unpredictable incident of some type.

## **Utility Outages/Shortages**

Temporary or long-term utility outages/shortages can cause massive disruptions in the operations of essential services. Many critical facilities have emergency standby power supplies; however, they are designed for short-term events and are subject to failure as well.

## **Human-Caused Hazards**

Pleasant Grove City may not be able to prevent a human-caused hazard from happening, but it is well within the city's ability to lessen the likelihood and/or the potential effects of an incident. As with many communities across the county, Pleasant Grove is also vulnerable to a variety of human-caused hazards.

## **Transportation Incidents**

Transportation incidents involve the interruption or failure of transportation systems, including air, rail, and ground vehicles.

The city is traversed by the I-15 Interstate and one rail line as well as U.S.-89 that travels through the entire boundary of Pleasant Grove. It is known as State Street along most of the route and is the primary surface road in the valley. U.S. Highway 114 (Geneva Road) is a highly traveled surface road starting at the south end of Main Street and going south through the light industrial area of Pleasant Grove and leading into Lindon City.

## **Domestic Terrorism**

Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States and State of Utah for purposes of intimidation, coercion or ransom. Terrorists often use threats to create fear among the public, to try to convince citizens that their government is powerless to prevent terrorism, and to get immediate publicity for their

causes. The Federal Bureau of Investigation (FBI) categorizes terrorism in the United States as one of two types: domestic terrorism or international terrorism.

- Domestic terrorism involves groups or individuals whose terrorist activities are directed at elements of our government or population without foreign direction.
- International terrorism involves groups or individuals whose terrorist activities are foreign-based and/or directed by countries or groups outside the United States or whose activities transcend national boundaries.
- A terrorist attack can take several forms, depending on the technological means available to the terrorist, the nature of the political issue motivating the attack, and the points of weakness of the terrorist's target. Bombings are the most frequently used terrorist method in the United States. Other possibilities include an attack at transportation facilities, an attack against utilities, other public services or an incident involving chemical or biological agents.

### **Biological and Chemical Weapons**

Biological agents are infectious microbes or toxins used to produce illness or death in people, animals or plants. Biological agents can be dispersed as aerosols or airborne particles. Terrorists may use biological agents to contaminate food or water because they are extremely difficult to detect. Chemical agents kill or incapacitate people, destroy livestock, or ravage crops. Some chemical agents are odorless and tasteless and are difficult to detect. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect (several hours to several days).

### 3.1 HAZARD ASSESSMENT

Pleasant Grove City has conducted a local all-hazards assessment of potential vulnerabilities to the city. This assessment will assist with prioritization and outlines a direction for planning efforts.

The hazard assessment table below provides information to understand risks and their corresponding likelihood and consequences in Pleasant Grove City and the Wasatch Front.

**Hazard Assessment Table Legend**

Rating	Frequency	Consequences
<b>Low</b>	Occurrence less frequent than every 25 years	Some community-wide impact possible. Usually handled with available community resources.
<b>Medium</b>	Occurrence frequency between 1 and 25 years	Localized damage may be severe, community-wide impact minimal to moderate. Handled with community resources and some mutual aid.
<b>High</b>	Annual Event	Moderate to high community-wide impact. May require state or federal assistance.

**Hazard Assessment Table**

Hazard	Rating	Warning Lead Times	Consequences	Population/Area at Risk
Avalanche	Medium	Minutes	Low	Site
Landslide	Low	Hours-days	Low	Site
Drought	Medium	Weeks-months	Medium	Citywide
Earthquake	Medium	Minutes	Catastrophic	Citywide
Epidemic	Low	Weeks - occurrence	Catastrophic	Citywide
Flooding	Medium	24 hours - occurrence	High	Site

Print Date May 1, 2013

Hazard	Rating	Warning Lead Times	Consequences	Population/Area at Risk
Severe Weather Snowstorm	High	36 to 24 hours	Medium	Citywide
Severe Weather Lightning	High	Occurrence	Low	Site
Severe Weather Wind	Medium	Several minutes	High	Citywide
Wildfire	High	24 - 12 hours / occurrence	Medium	Wild Land urban interface
HAZMAT	Medium	Occurrence	High	Site
Radiological Incidents	Low	Occurrence	Medium	Site
Utility Outages/Shortages	Low	Months - weeks	High	Citywide
Telecommunications Disruptions	Low	Days - hours	High	Citywide
Urban Fires	Low	Months - weeks	High	Citywide
Transportation Accidents	High	Occurrence	Low	Site
Domestic Terrorism	Has not occurred	Days - hours	High	Locale
Biological/Chemical Weapons	Has not occurred	Days - hours	High	Locale

### 3.2 DECLARING A LOCAL STATE OF EMERGENCY

---

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (referred to as the Stafford Act - 42 U.S.C. 5721 et seq.) authorizes the president to issue major disaster or emergency declarations before or after catastrophes occur. Emergency declarations trigger aid that protects property, public health and safety, and lessens or averts the threat of an incident becoming a catastrophic event.

An event may start out small and escalate quickly or a major event may occur at any time. The following is an example of steps leading to a disaster declaration. As soon as an incident occurs, Pleasant Grove City Emergency Management begins monitoring the situation; the EOC may be put on standby or minimally staffed.

As an event unfolds, the following actions may occur in the declaration process:

- Pleasant Grove responders notify Emergency Management personnel of the incident and request assistance. An initial assessment of damages is provided if available.
- When conditions warrant, the Pleasant Grove City Emergency Manager, will request a declaration that a local state of emergency exists in Pleasant Grove. The mayor of Pleasant Grove or his designee has the authority to declare an emergency and is the elected official charged with overall responsibility for the response and recovery during a declared local state of emergency. After 30 days, the declaration will expire unless it is ratified by the city council.
- Pleasant Grove Emergency Operations Plan will be fully activated upon declaration of a local state of emergency.
- Damage assessment updates from the affected areas should follow at regular intervals to the city EOC.
- As specific assistance requests are received through the EOC, Pleasant Grove Emergency Management may respond with requests to Utah County for available resources to assist in response, recovery, and mitigation efforts.

#### Local "State of Emergency" Defined

A local "State of Emergency" exists whenever the City or an area therein is suffering, or in imminent danger of suffering, an event that may cause injury or death to persons, or damage to or destruction of property to the extent that extraordinary measures must be taken to protect the public health, safety and welfare. Such an event shall include but not be limited to the following: fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of oil or hazardous material, contamination, utility or transportation emergencies, disease, blight, infestation, civil disturbance, riot, sabotage, terrorist attack and war.



The Mayor or designee may issue an executive order or proclamation that a state of disaster or severe emergency exists in the City. The executive order or proclamation shall indicate the nature of the disaster, the area(s) threatened or affected and the conditions creating the disaster or emergency. This declaration must be issued before county, state or federal assistance can be requested.

Any order or proclamation declaring, continuing, or terminating a local emergency shall be filed promptly with the Pleasant Grove City Recorder (Utah Code 63K-4-301). The declaration should then be forwarded to the Utah County Emergency Management Director in an expedient manner, i.e., voice followed by hard copy

A local emergency shall not be continued or renewed for a period in excess of 30 days except by or with the consent of the governing body. (Utah Code 63K-4-301).

When Pleasant Grove City has proclaimed an emergency, the Mayor will govern by proclamation and has the authority to impose all necessary regulations to preserve the peace and order of the City, including but not limited to:

1. Imposing curfews in all or portions of the City;
2. Ordering the closure of any business;
3. Closing to public access any public building, street or other public area;
4. Calling upon regular and/or auxiliary law enforcement agencies
5. Providing/requesting mutual aid to/from other political subdivisions; and
6. Obtaining commitments of local resources in accordance with emergency plans

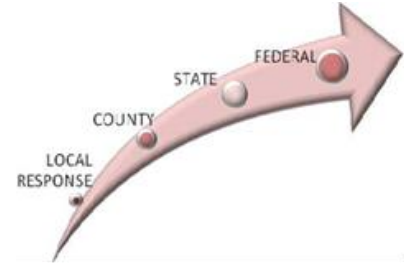
In the Mayor's absence, the chain of succession will be as follows:

Mayor Pro-tem

Senior City Council member (until all council members are exhausted,)

## SECTION 4: CONCEPT OF OPERATIONS

Pleasant Grove City utilizes a bottom-up approach in all phases of emergency management, with emergency events being resolved at the lowest possible level of response. Thus, the resources of local response agencies, county, state and federal agencies are utilized in this sequential order to ensure a rapid and efficient response.



When the emergency exceeds the City's capability to respond, assistance should be requested from Utah County, then the State of Utah. The Federal government will be asked to provide assistance to the State when appropriate.

This plan is based on the concept that the emergency functions for various departments will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources should be employed in both cases.

Day-to-day functions not contributing directly to the emergency operation may be suspended for the duration of the emergency. The efforts that would normally be required for those functions should be redirected to accomplish emergency tasks.

In accordance with the mission of Pleasant Grove City Emergency Management the following strategies apply to the Pleasant Grove City EOP:

- The Pleasant Grove City EOP will integrate with the county, state, and federal emergency plans and programs to provide effective and timely support to the citizens of Pleasant Grove City in the event of major disaster or emergency.
- Pleasant Grove City departments will develop appropriate plans and procedures to carry out the emergency responsibilities assigned to them in the EOP.
- Local emergency response is primary during an emergency or disaster. Pleasant Grove City will coordinate with Utah County officials to augment local emergency resources as needed.
- All local government departments must be prepared to respond to emergencies and disasters even when government facilities, vehicles, personnel, and political decision-making authorities are affected. The Pleasant Grove City Continuity of Operations (COOP) Plan may be used in conjunction with this EOP during various types of emergency situations .

The COOP plan details the processes by which administrative and operational functions will be accomplished during an emergency that may disrupt normal business activities. As part of this plan, essential functions of local government, private sector businesses, and community services are identified and procedures are developed to support these.

- When necessary, Pleasant Grove City will initiate requests for assistance from Utah County through Utah County Emergency Management. As stated in the Utah County EOP, Utah County Emergency Management will initiate requests for assistance from state government through the Utah Division of Homeland Security, when necessary. The Utah Division of Homeland Security may initiate requests for assistance from the federal government through the Federal Emergency Management Agency (FEMA) and other states through the Emergency Management Assistance Compact.
- It is the policy of Pleasant Grove City that no services will be denied on the basis of race, color, national origin, religion, sex, age, or disability, and no special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of local government services. City activities pursuant to the Federal/State Agreement for major disaster recovery will be carried out in accordance with Title 44, Code of Federal Regulations (CFR), Section 205.16—nondiscrimination. Federal disaster assistance is conditional on full compliance with this rule.

## 4.1 LIMITATIONS

---

Pleasant Grove City recognizes that no guarantee is implied by this plan. Because local government assets and systems may be damaged, destroyed, or overwhelmed, the City can only endeavor to make responsible efforts to respond based on the situation, information, and resources available at the time.

Adequate funding is needed to support this plan and its programs. The performance of the assigned tasks and responsibilities will be dependent on appropriations and funding to support the plan. Lack of funding may degrade the services envisioned under this plan.

The inability of Departments to carry out their responsibilities as indicated in both the Basic Plan and ESFs due to lack of staff and funding may necessitate the enactment of the declaration process at an earlier stage of the response.

This plan applies to all types of hazards. It is more than an operations plan in that it accounts for activities before, during, and after emergency situations.

Emergency responses may be implemented in stages, as needed using the National Incident Management System (NIMS). The NIMS provides for interoperability and compatibility among Federal, State and local capabilities and includes a core set of concepts, principles and terminology covering the Incident Command System (ICS), Unified Command (UC), management of resources, and reporting. The full-scale implementation of the emergency management organization involves the activation of the Emergency Operations Center (EOC), which serves as an Incident Command post at the highest level within the City.

Utah County Emergency Management monitors local emergencies and provides emergency operations center (EOC) operational assistance as required. Notifications of reportable events are made to the appropriate agencies and warning points. Severe weather watches and warnings are relayed to agencies when issued by the National Weather Service. The county EOC may be activated without a local declaration of a state of emergency to support local agencies in normal response or community emergencies.

Pleasant Grove City Emergency Management will be the coordinating agency for all activity in connection with mitigation, preparedness, response and recovery within the municipal boundaries of Pleasant Grove.

## 4.2 CONTINUITY OF GOVERNMENT

---

The City offices function as the seat of government in the event of a natural phenomenon or disaster. The City Administrator, upon determination that the City offices are not capable of functioning as the seat of government for the City, may designate another location, outside the City if necessary, to serve as a seat of government during the emergency.

It is important to ensure the continuity of essential governmental functions to the greatest extent possible under circumstances that may disrupt normal operations. Readiness requires that the City be able to continue meeting the needs of its people despite the fear, chaos, and suffering which disasters breed. Discontinuity in the City's ability to conduct the public's business is reflected in lost information, revenue, programs, credibility, and confidence, with increased vulnerability, chaos, and human suffering. Continuity of Government is best ensured through effective Continuity of Operations Planning.

A community's ability to respond to an emergency must not be restrained by the absence of an elected official or key department head. Therefore, to ensure continuity of government, Pleasant Grove City has developed a Continuity of Government Succession List. This list will name who will be the decision maker if an elected official or department head is not available. At least two people should be listed and prioritized for each key position.

The line of succession for the City elected officials is as follows:

- Mayor
- Mayor Pro-Tem
- City Council in order of their seniority on the Council

### 4.3 CONTINUITY OF OPERATIONS PLANNING (COOP)

---

All City departments shall prepare and maintain department specific Continuity of Operations Plans to provide continued essential city services in addition to their assigned emergency/disaster response and recovery responsibilities in the event of a full or partial failure of mission critical systems. Key elements of a viable COOP capability include:

- Identification of essential functions;
- Delegation of authority;
- Orders of succession;
- Evacuation, accountability, notification;
- Alternate facilities;
- Interoperable communications; and
- Vital records and databases protection.

Support of the Continuity of Operations needs of all departments will be prioritized in the response and recovery operations directed and coordinated at the EOC so that essential City services can be performed.

The Chief of Police will discharge the duties of the Emergency Management Director. If unavailable, the City Administrator or designee will act in the Emergency Manager's behalf. The chain of succession as emergency manager will be as follows:

Fire Chief,  
Public Works Director,  
Finance Director,  
Community Development Director  
Parks and Recreation Director.

If any other member of the emergency organization is absent during a declared emergency, the emergency manager or designee should fill the vacancy.

## 4.4 EMERGENCY OPERATIONS CENTER (EOC)

---

The Pleasant Grove City EOC will be staffed with representatives from city departments and private organizations grouped together under the ESF concept. The primary agency for each ESF will be responsible for coordinating the planning and response activities of the support agencies assigned to that ESF.

The Pleasant Grove EOC is where incident management and policy coordination take place. The principles of this plan commit to the National Incident Management System (NIMS), which provides a core set of common concepts, principles, terminology, and technologies. The EOC will especially be needed when incidents cross disciplinary boundaries or involve complex incident management scenarios, resource coordination, and information sharing. The EOC reinforces interoperability and makes the response more efficient and effective by making decisions based on agreed-upon policies and procedures.

The Pleasant Grove EOC will be assembled as necessary to manage the event. **The primary location of the EOC is Pleasant Grove Police Department, 87 East 100 South.** . If a disaster or emergency situation prevents the use of the primary facility, an alternate EOC will be designated and activated at one of the following locations: Pleasant Grove City Council Chambers; Pleasant Grove Community Center.

Pleasant Grove emergency response coordination will be assigned by the Emergency Manager and have emergency responsibilities to support the following common tasks:

- Assign personnel to Pleasant Grove EOC.
- Notify department personnel and implementing established call-down procedures to contact key stakeholders and essential staff. Each agency and department is responsible for ensuring that critical staff are identified and trained in ICS and NIMS prior to an incident to enable effective execution of existing response plans, procedures, and policies.
- Protect vital records, materials, facilities, and services.
- Provide information and instructions to personnel on self-protection while minimizing exposure resulting from particular hazards associated with the emergency.



## 4.5 LEVELS OF ESCALATION IN THE EOC

The Pleasant Grove EOC activation level may be elevated by the Mayor, the City Emergency Manager, the City Administrator, the Pleasant Grove Police Chief or Fire Chief or their designees during any situation where the need for EOC-level coordination is evident.

Emergencies or disasters that can potentially affect Pleasant Grove City are divided into three levels of readiness to establish emergency operations. These levels are outlined below:

- Level I: Full-Scale Activation.
- Level II: Limited Activation.
- Level III: Daily Operations / Monitoring

See Table below for a concise description and summary of the levels of emergencies or disasters and corresponding Pleasant Grove City Emergency Management EOC operational level.

**Levels of Emergencies or Disasters and Corresponding Actions**

Level of Emergency or Disaster	Initiating Events	Pleasant Grove EOC Operational Level	Corresponding Actions
<b>I</b>	Widespread threats to the public safety; large-scale City, County, State and Federal response anticipated	Full Activation	24/7 staffing of command, general staff, and ESF agencies as needed for event/incident coordination, determined by operational needs.
<b>II</b>	Incidents that overwhelm local response capability; requiring county assistance	Limited Activation	Extended staffing with selected command, general staff and ESF agency representation as needed.
<b>III</b>	Monitoring and assessment of incident for which local response capabilities are adequate	Emergency Management staff monitors 24/7	Local response personnel notify Emergency Management if needed to elevate activation level.

### Level I - Full-Scale Activation

In a full-scale activation, all primary and support ESF agencies under the city plan are notified. Pleasant Grove City Emergency Management staff and all primary ESFs will report to the city EOC. When an event warrants a Level I activation, the EOC will be activated on a 24-hour, 7 day schedule due to the severity of the event or an imminent threat. All staff and all ESFs are activated and

will be contacted to provide representatives at the EOC. ICS is implemented and all sections and branches are activated, the EOC Planning Section initiates the incident support planning process to establish operational objectives and priorities. It is expected at this level of activation that response and recovery operations will last for an extended period. As city resources are exhausted, Utah County will be contacted for assistance and the County will then notify the State of the response operations and status of needs.

### **Level II – Limited Activation**

Level II is limited agency activation. Coordinators of primary ESFs that are affected will be notified by Pleasant Grove Emergency Management staff to report to the EOC. All other ESFs are alerted and put on standby. All agencies involved in the response will be requested to provide a representative to the city EOC. Some ESFs may be activated to support response/recovery operations. This level can warrant a 24-hour schedule. The ICS system is activated and all sections and branches are activated as required

### **Level III – Monitoring**

Level III is typically a monitoring phase in which events are typically handled by local departments. Pleasant Grove City duty officers monitor and follow-up on situations, threats or events and report to Emergency Management as needed to assess the situation and escalate activation level when necessary.

## 4.6 EMERGENCY SUPPORT FUNCTIONS (ESF)

---

The EOC is based on the Incident Command System (ICS) structure, which provides EOC staff with a standardized operational structure and common terminology. The EOC is organized into fifteen emergency support functions (ESF). ESFs are composed of local agencies and voluntary organizations that are grouped together to provide needed assistance.

These fifteen categories or types of assistance constitute Pleasant Grove ESFs and will serve under a section as designated under ICS, within the EOC structure. ESFs, in coordination with Pleasant Grove Emergency Management, are the primary mechanism for providing response and recovery assistance to local governments through all disaster levels. Assistance types are grouped according to like functions. The following ESF definitions and table summarize all ESFs and the services each provides:

- City Departments and organizations have been designated as primary and/or support agencies for each ESF according to authority, resources and capability to coordinate emergency efforts in the field of each specific ESF.
- Primary agencies, with assistance from one or more support agencies, are responsible for coordinating the activities of the ESF and ensuring that tasks assigned to the ESF by Pleasant Grove Emergency Management are completed successfully.
- ESF operational autonomy tends to increase as the number and complexity of mission assignments increases following an emergency event. However, regardless of circumstance, the ESF coordinators will coordinate within the EOC in executing and accomplishing their missions

## Summary of Emergency Support Functions

Annex	Scope of Action	Primary Agencies
ESF #1 Transportation	Transportation Safety Restoration of transportation infrastructure Movement restrictions Damage and impact assessment Coordination of evacuation transportation routes Coordinates transportation of materials, personnel and supplies to affected areas	City Engineer  <b>Support Agencies</b> Street Department Horrocks Engineers Utah Highway Patrol Utah County Sheriff Alpine School District Utah Transit Authority
ESF #2 Communications	Effective communications planning, acquiring, setting up, operating, maintaining and accounting for communications equipment	Pleasant Grove Communications Center  <b>Support Agencies</b> Pleasant Grove Information Technologies Contract State Radio UCAN Utah Valley Dispatch
ESF #3 Public Works and Engineering	Infrastructure protection and emergency repair Infrastructure restoration Engineering services and construction management Damaged building inspection/demolition Emergency contracting support for life-saving and life-sustaining services Debris removal, storage and maintenance	City Streets Superintendent City Water Superintendent Engineering  <b>Support Agencies</b> City Engineer Horrocks Engineering

**Primary Agencies**

ESF #4  
Firefighting

Coordination of city firefighting activities  
Support wild-land, rural, and urban firefighting operations.

Fire Department

**Support Agencies**

Utah Fire Agencies

**Primary Agencies**

ESF #5  
Emergency Mgt

Establish procedures for coordination of incident management in Pleasant Grove  
Provide a nerve center for collection and dissemination of information  
Incident action planning  
Financial management

Pleasant Grove EOC

**Support Agencies****Primary Agencies**

ESF #6  
Mass Care,  
Emergency Assistance, Housing,  
Human Services

Mass Care  
Emergency assistance  
Disaster Housing / Sheltering  
Human Services

City Parks & Recreation

**Support Agencies**

Human Resources  
Red Cross  
Victim Advocate

**Primary Agencies**

ESF #7  
Logistics Management  
and Resource Support

Comprehensive city resources planning, inventory and management  
Logistical and resource support during incident

**Support Agencies**

**Primary Agencies**

ESF #8  
Health and Medical

Coordinated response to medical needs  
Develop structure to receive outside medical and  
volunteer medical personnel  
Mass fatality management

Pleasant Grove Fire

**Support Agencies**

Utah County Health  
State Medical Examiner  
County Mental Health  
Utah County Emergency  
Services  
Local Schools/Districts  
Poison Control Center  
Ambulance/Private  
Medical Centers/Hospitals  
Medical/Dental Societies  
Utility Companies  
Public Works Dept.  
Veterinary Corps  
CERT  
VOAD's

**Primary Agencies**

ESF #9  
Search and Rescue

Life-saving assistance  
Search and Rescue Operations  
Develop structure to receive outside Search and  
Rescue and volunteer rescue personnel

Pleasant Grove Fire

**Support Agencies**

Utah Lake State Parks  
Fire/EMS Agencies  
Local Urban SAR  
County Wildland Fire  
Utah Public Safety  
Medical Helicopters  
Civil Air Patrol  
US Forest Service

**Primary Agencies**

ESF #10  
Hazardous Materials

Oil and hazardous materials response and recovery (chemical, biological, radiological etc.)  
Develop structure to receive outside hazardous materials teams assistance

Pleasant Grove Fire

**Support Agencies**

Utah Valley Metro Special Response  
HAZMAT Team  
Police Department  
Utah County Sheriff  
Utah County LEPC  
Homeland Security – Region II  
Public Works

**Primary Agencies**

ESF #11  
Animal Services

Provide direction and control of animal issues before, during and after an incident  
Facilitate overall animal related activities

Animal Control

**Support Agencies****Primary Agencies**

ESF #12  
Energy

Facilitate and coordinate provisions for emergency fuel and power for response operations  
Energy industry utilities coordination

Public Works

**Support Agencies**



**ESF #13  
Law Enforcement**

Site, facility and resource security  
Command, control and coordination of County,  
State and outside jurisdiction for law enforcement  
operations

Pleasant Grove Police

**Support Agencies****Primary Agencies****ESF #14  
Recovery**

Outline steps to be taken in both initial and long  
term recovery of Pleasant Grove from an  
extraordinary disaster or catastrophe.

Pleasant Grove Public  
Works**Support Agencies****Primary Agencies****ESF #15  
Public Information**

Establish a mechanism to provide accurate,  
coordinated and timely information to the general  
public, County, State, Federal and various  
responding agencies.

**Support Agencies**

## SECTION 5: ORGANIZATION AND RESPONSIBILITIES

---

Each department is responsible for ensuring that critical staff are identified and trained at levels that enable effective implementation of existing response plans, procedures and policies. Departments and organizations tasked by this plan with specific emergency management responsibilities should complete the following:

- Maintain current internal personnel notification rosters and standard operating procedures to perform assigned tasks (notifications, staffing, etc.).
- Negotiate, coordinate and prepare mutual aid agreements, as appropriate and provide copies to be included in this EOP.
- Analyze need and determine specific communications resource needs and requirements.
- Provide the Pleasant Grove Emergency Management with current contact information of key personnel and support personnel, departments, agencies, private sector.
- Identify potential sources of additional equipment and supplies.
- Provide for continuity of operation (COOP) by taking action to:
  - Ensure lines of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.
  - Protect records, facilities, and organizational equipment deemed essential for sustaining government functions and conducting emergency operations.
  - Ensure, if practical, that alternate operating locations are available should the primary location suffer damage, become inaccessible, or require evacuation.
- Protect emergency response staff. Actions include:
  - Obtain, as required, personal protective equipment for responders
  - Provide security at facilities
  - Rotate staff or schedule time off to prevent fatigue and stress
  - Make stress counseling available
  - Encourage staff to prepare family disaster plans including arrangements for the safety and welfare of emergency worker's families if sheltering is required

More specific assignments can be found in the emergency support function section and Emergency Support Function (ESF) annex to this EOP.

## 5.1 DELEGATION OF AUTHORITY

---

In the event the Emergency Management Director determines that all or portions of the Incident Management should be managed by a third party, a specific Delegation of Authority shall be negotiated and executed in written form by the Mayor or designee and the responsible official of the proposed managing entity. Transfer of authority may occur through a documented transfer of all or part of the operational command but shall be supported by a specific written Delegation of Authority

DRAFT

## 5.2 GENERAL PREPAREDNESS RESPONSIBILITIES

---

The following common responsibilities are assigned to each department listed in this plan

**Preparation activities include:**

- Review this Emergency Operations Plan and be prepared to implement it.
- Establish departmental and individual responsibilities; identify emergency tasks.
- Develop Standard Operating Procedures (SOPs) in accordance with the ESFs and Functional Responsibilities of this plan
- Work with other departments to enhance cooperation and coordination, and eliminate redundancy. Departments having shared responsibilities should complement each other.
- Establishing education and training programs so that each division, section, and employee will know exactly where, when, and how to respond.
- Developing site specific plans for department facilities as necessary.
- Ensure that employee job descriptions reflect their emergency duties.
- Train staff and volunteers to perform emergency duties, tasks.
- Identifying, categorizing and inventorying all available departmental resources.
- Developing procedures for mobilizing and employing additional resources.
- Ensuring communication capabilities with the EOC.
- Filling positions in the emergency organization as requested by the emergency manager (EM) acting in accordance with this plan.
- Preparing to provide internal logistics support to department operations during the initial emergency response phase.

## 5.3 GENERAL RESPONSE RESPONSIBILITIES

---

The following common responsibilities are assigned to each department listed in this plan.

**Response Activities include:**

- Upon receipt of an alert or warning, initiate notification actions to alert employees and volunteers assigned response duties.
- As appropriate:
  - Suspend or curtail normal business activities.
  - Recall essential off-duty employees.
  - Send nonessential employees home.
  - Evacuate departmental facilities.
- If requested, send a representative to the EOC to staff assigned ESF responsibilities
- Ensure that staff members tasked to work in the EOC as an ESF Coordinator has the delegation of authority to commit resources and set policies.
- As requested, augment the EOC's effort to warn the public through use of vehicles equipped with public address systems, sirens, employees going from door to door, etc.
- Keep the EOC informed of field activities, and maintain a communications link to the EOC.
- Activate a support system and facilitate department response activities, maintain events log, and report information to the appropriate ESF coordinator
- Report damages and status of critical facilities to the EOC.
- Coordinate with the EOC to establish protocols for interfacing with County, State, Federal responders.
- Coordinate with the Public Information ESF before releasing information to the media or the public
- Submit reports to the EOC through the appropriate ESF Coordinator detailing departmental emergency expenditures and obligations.

## SECTION 6: DISASTER INTELLIGENCE

---

Disaster intelligence relates to collecting, analyzing and disseminating information and analyses that describe the nature and scope of hazards and their impacts. Intelligence and information sharing in the EOC is important, especially for each emergency support function (ESF) that is activated. It will be vital in evaluation of ESF resources, capabilities and shortfalls (for example, availability of trained personnel, equipment and supplies) and will help to determine the level of assistance that is needed, according to each ESF group. This information will become part of the planning and response process as ESF shortfalls are relayed to the city EOC command staff.

ESF #5 - Emergency Management is responsible for establishing procedures for coordination of overall information and planning activities in the EOC. The EOC supports local emergency response and recovery operations, provides a nerve center for collection and dissemination of information to emergency management agencies in order to qualify for county, state and federal assistance. It also gauges required commitment of resources, and supports other emergency response organizations in their assigned roles.

Disaster intelligence incorporates essential elements of information, which include but are not limited to the following:

- Information element
- Specific requirements
- Collection method
- Responsible element
- Deliverables
- When needed
- Distribute to

Rapid assessment includes all immediate response activities that are directly linked to preliminary damage assessment operations in order to determine life-saving and life-sustaining needs. It is a systematic method for acquiring life-threatening disaster intelligence after a disaster has occurred. In an event that occurs without warning, this assessment must be conducted, at least initially, with city resources. This assessment will lay the foundation for determining immediate response efforts and provide adequate local government response. Coordinated and timely assessments allow for prioritization of response activities, allocation of resources, criteria for requesting mutual aid and state and federal assistance.

Assessment is accomplished in three phases:

- **Rapid assessment**, which takes place within hours and focuses on life-saving needs, hazards, and critical lifelines
- **Preliminary damage assessment**, reviewed by legal authority, which affixes a dollar amount to damage
- **Combined verification**, which includes a detailed inspection of damage to individual sites by specialized personnel

Development of preliminary assessment procedures will provide guidance to all participating agencies that will be involved in the process. Procedures will include:

- Development of a city profile
- Sectoring the city and performing an assessment by sector
- Look at city staffing patterns and possible resource needs
- Develop communication procedures
- Testing and exercising

Development of preliminary damage assessment forms will assist pre-identified personnel as they collect intelligence. These checklists will ensure uniformity for information gathered, disseminated and collected.



## SECTION 7: COMMUNICATIONS

---

Emergency communications is defined as the ability of emergency responders to exchange information via data, voice and video. Emergency response at all levels of government must have interoperable and seamless communications to manage emergencies, establish command and control, maintain situational awareness, and function under a common operating picture for a broad spectrum of incidents.

Emergency communications consists of three primary elements:

- Operability - The ability of emergency responders to establish and sustain communications in support of the operation.
- Interoperability - The ability of emergency responders to communicate among jurisdictions, disciplines and levels of government using a variety of communication mediums. System operability is required for system interoperability.
- Continuity of communications - The ability of emergency response agencies to maintain communications in the event of damage to or destruction of the primary infrastructure.

A common operating picture is established and maintained by the use of integrated systems for communication, information management, intelligence and information sharing. This allows a continuous update of data during an incident and provides a common framework that covers the incident life cycle across jurisdictions and disciplines.

A common operating picture accessible across jurisdictions and functional agencies should serve the following purposes:

- Allow incident managers at all levels to make effective, consistent decisions.
- Ensure consistency at all levels of incident management.

The types of communication used in an incident or event will vary depending on the complexity of the incident or event and consist of both internal communications and external communications. They may cross a broad spectrum of methods such as:

### Internal Communications

- Landline
- Cellular phone
- Texting
- Paging/notification
- 800 MHZ
- Internet/WebEOC
- ARES/SCAT Ham Radio

**External Communications**

- Landline
- Fax
- Cellular phone
- Text
- 800 MHZ
- Internet/WebEOC
- Joint Information System
- Emergency activation system (City Watch)
- Press releases
- News Media

## SECTION 8: ADMINISTRATIVE PRACTICES

---

- During an emergency or disaster, administrative procedures may have to be suspended, relaxed, or made optional in the interest of protecting life or property. Departments are authorized to take necessary and prudent actions in response to disaster/emergency incidents.
- Normal procedures which do not interfere with timely accomplishment of emergency tasks will continue to be used. Those emergency administrative procedures which depart from “business-as-usual” will be described in detail in department SOPs.
- Departments are responsible for keeping records of the name, arrival time, duration of utilization, departure time, and other information relative to the service of emergency workers, as well as documentation of the injuries, lost or damaged equipment, and any extraordinary costs.

## 8.1 FISCAL

---

- All departments shall assure the safety of cash, checks, accounts receivable, and assist in the protection of other valuable documents/records.
- City purchasing personnel shall facilitate the acquisition of all supplies, equipment, and services necessary to support the emergency response actions of departments.
- A complete and accurate record of all purchases, a complete record of all properties commandeered to save lives and property, and an inventory of all supplies and equipment purchased in support of the emergency response shall be maintained.
- Though certain formal procedures may be waived, this in no way lessens the requirement for sound financial management and accountability. Departments will identify personnel to be responsible for documentation of disaster costs and utilize existing administrative methods to keep accurate records separating disaster operational expenditures from day-to-day expenditures. Documentation will include: logs, formal records, forms and file copies of all expenditures, receipts, personnel time sheets.
- A separate Emergency Operations Center (EOC) "Finance Section" may be formed to handle the monetary and financial functions during large emergencies, disasters.

## 8.2 LOGISTICS

---

- During the emergency operations, nonessential administrative activities may be suspended, and personnel not assigned to essential duties may be assigned to other departments to provide emergency support.
- Departments responding to emergencies and disasters will first use their available resources. When this plan is implemented, the EOC Logistics Section becomes the focal point of procurement, distribution and replacement of personnel, equipment, and supplies. The Logistics Section will also provide services and equipment maintenance beyond the integral capabilities of the emergency organization. Scarce resources will be allocated according to established priorities and objectives of the EOC.
- All departments are expected to maintain an inventory of all non-consumable items, to include their disposition after the conclusion of the emergency proclamation. Items that are not accounted for will not be eligible for reimbursement. Each department shall keep an updated inventory of its personnel, facilities, and equipment resources as part of their SOPs.

## 8.3 INSURANCE

---

---

- Pleasant Grove City shall maintain insurance for property, workers' compensation, general and automotive liability. Insurance coverage information will be required by the Federal Government in the post disaster phase as per 44 CFR "subpart 1." Insurance information needs to be available following a disaster.

DRAFT

## SECTION 9: PLAN MAINTENANCE

---

If a plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The emergency manager will brief the appropriate officials concerning their roles in emergency management and this plan in particular.

All agencies will be responsible for developing and maintaining their respective segments of the plan following the scheduled ESFs as defined. The emergency manager will be responsible for ensuring all officials involved in this plan conduct an annual review of the plan.

The emergency manager ensures that necessary changes and revisions to the plan are prepared, coordinated, published and distributed. The plan will undergo revision whenever:

- It fails during emergency.
- Exercises, drills reveal deficiencies or “shortfalls.”
- City government structure changes.
- Community situations change.
- State requirements change.
- Any other condition occurs that causes conditions to change.

The EM will maintain a list of individuals and organizations which have controlled copies of the plan. Only those with controlled copies will automatically be provided updates and revisions. Plan holders are expected to post and record these changes. Revised copies will be dated and marked to show where changes have been made.

The Emergency Operations Plan should be activated at least once a year in the form of a simulated emergency to provide practical controlled operational experience to those individuals who have EOC responsibilities



## SECTION 10: GLOSSARY

---

**All-Hazards:** Describes all incidents, natural or human-caused, that warrant action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities

**City Mayor:** Chief Executive Officer of the City

**City Council:** The assembled elected leadership of the City

**Emergency Management:** The preparation for, the mitigation of, the response to, and the recovery from emergencies and disasters. Specific emergency management responsibilities include, but are not limited to the following:

- Reduction of vulnerability of people and communities of this state to damage, injury, and loss of life and property resulting from natural, technological, or human-caused emergencies or hostile military or paramilitary action
- Preparation for prompt and efficient response and recovery to protect lives and property affected by emergencies
- Response to emergencies using all systems, plans, and resources necessary to preserve adequately the health, safety, and welfare of persons or property affected by the emergency
- Recovery from emergencies by providing for the rapid and orderly start of restoration and rehabilitation of persons and property affected by emergencies

**Emergency Manager:** Assigned by the Mayor and has the responsibility of overseeing city emergency management programs, planning and activities, as well as coordinating all aspects of the city's mitigation, preparedness, response, and recovery capabilities. The Emergency Manager directs all city EOC coordination before, during and after an emergency.

**Emergency Operations Center (EOC):** A designated site from which public, private or voluntary agency officials can coordinate emergency operations in support of on-scene responders.

**Emergency Operations Plan (EOP):** Overview of Pleasant Grove City's emergency response organization and policies. It cites the legal authority for emergency operations, summarizes the situations addressed by the EOP, explains the general concept of operations and assigns responsibilities for emergency planning and operations.

**Emergency Support Function (ESF):** A functional emergency management responsibility established to facilitate assistance required during mitigation, preparedness, response, and recovery to save lives, protect health and property, and maintain public safety.

**Emergency Support Function (ESF) Coordinator:** The primary ESF coordinator is the entity with management oversight for that particular ESF. The coordinator has ongoing responsibilities throughout the preparedness, response and recovery phases of incident management. Responsibilities of the ESF coordinator include:

- Coordination before, during, and after an incident, including pre-incident planning and coordination
- Maintaining ongoing contact with ESF primary and support agencies
- Conducting periodic ESF meetings and conference calls
- Coordinating efforts with corresponding private-sector organizations
- Coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness, as appropriate

**Emergency Support Function (ESF) Primary Agency:** Agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated based on their having the most authorities, resources, capabilities or expertise relative to accomplishment of the specific emergency support function.

**Emergency Support Function (ESF) Support Agency:** Entities with specific capabilities or resources that support the primary agency in executing the mission of the ESF.

**Federal Emergency Management Agency (FEMA):** Agency of the U.S. government tasked with disaster mitigation, preparedness, response and recovery planning.

**Fiscal Section:** Responsible for tracking incident costs and reimbursement accounting.

**Homeland Security Presidential Directive (HSPD) 5:** Enhances the ability of the United States to manage domestic incidents by establishing a single, comprehensive National Incident Management System.

**Incident Command System (ICS):** An all-hazard, on-scene functional management system that establishes common standards in organization, terminology and procedures.

**Incident Support Plan (ISP):** Incident Support Plan (ISP): The ISP includes the overall incident objectives and strategies established by the Emergency Manager for EOC operations. The Planning Section is responsible for developing and documenting the ISP.

**Joint Information Center (JIC):** The primary location for the coordination of media relations located in or near the Emergency Operations Center.

**Joint Information System (JIS):** Provides the public with timely and accurate incident information and unified public messages. This system employs Joint Information Centers and brings incident communicators together during an incident to develop, coordinate and deliver a unified message. This will ensure that federal, state, and local levels of government are releasing the same information during an incident.

**Local Government:** Local municipal governments, the school board and other government authorities created under county or municipal legislation.

**Local Nonprofits:** Nonprofit agencies active in providing local community services that can either provide assistance during an emergency or would require assistance to continue providing their service to the community. United Way Agencies are an example of local nonprofits under this category.

**Logistics Section:** Provides facilities, services and materials, including personnel to operate the requested equipment for the incident support.

**Municipality:** Legally constituted municipalities are authorized and encouraged to create municipal emergency management programs. Municipal emergency management programs shall coordinate their activities with those of the county emergency management agency. Municipalities without emergency management programs shall be served by their respective county agencies. If a municipality elects to establish an emergency management program, it must comply with all laws, rules and requirements applicable to county emergency management agencies. Each municipal Emergency Operations Plan must be consistent with and subject to the applicable county Emergency Operations Plan. In addition, each municipality must coordinate requests for state or federal emergency response assistance with its county. This requirement does not apply to requests for reimbursement under federal public disaster assistance programs.

**National Incident Management System (NIMS):** A systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

**National Response Framework:** The guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies. It establishes a comprehensive, national, all-hazards approach to domestic incident response.

**Operations Section:** Directs and coordinates all operations and assists the emergency management bureau chief in development of incident operations.

**Planning Section:** Responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources.

**Policy Group:** Consists of executive decision-makers that are needed to collaborate to manage the consequences of the disaster. This group makes critical strategic decisions to manage the emergency.

**Public Information:** Emergency information that is gathered, prepared, and coordinated for dissemination during a disaster or major event.

**State Liaison:** Individual appointed by the Utah Division of Emergency Management to act as liaison during emergency periods to coordinate state actions for providing effective coordination and communications during the event.

**Standard Operating Procedures (SOPs):** States in general terms what the guideline is expected to accomplish.

---

**SECTION 11: ACRONYMS**

---

**ARES** – Amateur Radio Emergency Service  
**COG** – Continuity of Government  
**CFR** – Code of Federal Regulations  
**COOP** – Continuity of Operations  
**DEM** – Division of Emergency Management  
**EMAC** – Emergency Management Assistance Compact  
**EMS** – Emergency Medical Service  
**EOC** - Emergency Operations Center  
**EOP** - Emergency Operations Plan  
**ESF** - Emergency Support Function  
**FEMA** - Federal Emergency Management Agency  
**HAZMAT** - Hazardous Materials  
**HSPD** – Homeland Security Presidential Directive  
**ICS** - Incident Command System  
**ICP** - Incident Command Post  
**ISP** - Incident Support Plan  
**JIC** - Joint Information Center  
**JIS** – Joint Information System  
**NIMS** – National Incident Management System  
**NRF** – National Response Framework  
**SARA** – Superfund Amendment and Reauthorization Act  
**SOP** – Standard Operating Procedures



**NOTICE OF MEETING  
OF THE  
PLEASANT GROVE CITY COUNCIL**

***Please note date change.***

Notice is hereby given that the Pleasant Grove City Council will hold a **regular meeting at 6:00 p.m. on Wednesday August 7, 2013** in City Council Chambers, 86 East 100 South, Pleasant Grove, Utah. This is a public meeting and anyone interested is invited to attend and comment.

**AGENDA**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **OPENING REMARKS**
4. **APPROVAL OF MEETING'S AGENDA**
5. **CONSENT ITEMS:** (Consent items are only those which have been discussed beforehand, are non-controversial and do not require further discussion)
  - a. City Council and Work Session Minutes:
    - City Council Work Session Minutes for January 15, 2013
    - City Council Work Session Minutes for May 14, 2013
    - City Council Minutes for June 18, 2013
    - City Council Work Session Minutes for June 25, 2013
    - City Council Minutes for July 2, 2013
  - b. To consider for approval paid vouchers for ()
6. **BUSINESS:**
  - a. **Public Hearing** to consider the proposed property tax increase.
8. **NEIGHBORHOOD AND STAFF BUSINESS**
9. **MAYOR AND COUNCIL BUSINESS**
10. **SIGNING OF PLATS:**
11. **REVIEW CALENDAR**
12. **ADJOURN**

**CERTIFICATE OF POSTING:**

I certify that the above notice and agenda was posted in three public places within the Pleasant Grove City limits. Agenda also posted on State (<http://pmn.utah.gov>) and City websites ([www.plgrove.org](http://www.plgrove.org)).

---

Posted by: Kathy T. Kresser, City Recorder

Date: August 2, 2013

Time: 1:00 p.m.

Public Hearing Notice published in the Daily Herald July 24, and July 31, 2013

**\*NOTE:** If you are planning to attend this public meeting and, due to disability need assistance in understanding or participating in the meeting, please notify the City Recorder, 801-785-5045, forty-eight hours in advance of the meeting and we will try to provide whatever assistance may be required.

DRAFT